

Schedule 1



KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION MUSIC ASSISTANT

Section 1. School Identification

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is fully committed to the protection of children, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Title

Music Assistant

Section/Department/Learning Area

Secondary Music Department

Tenure

Commencing Term 2, 2025. Permanent part-time position, subject to the satisfactory completion, by the appointee, of a three (3) month probationary period, to a standard acceptable to the College.

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistant and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

Section 5. Workload

Part-time (0.3220FTE). The Music Assistant is required to work on mutually agreeable times, for a total of 14 hours per week, excluding 30 minutes unpaid lunch break.

This position is required to work 40 weeks of the year including all weeks of the school terms and school holiday breaks to make up 40 weeks per annum.

In accordance with the terms of the Award, the incumbent is required to take leave without pay for 7 weeks, during non-term weeks, as there is no work to undertake during those weeks.

Section 6. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Dean of Secondary, Dean of Primary, Dean of Christian Formation, Director of Corporate Services, Director of Community Engagement and the Director of Information and Technology.

The Head of Music, under the leadership of the Principal, is responsible for the music program and music department staff.

Section 7. Responsibilities and Duties

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community;
- Modelling Christian behaviour, practices and beliefs;
- Building cooperative and supportive relationships with staff, students and parents;
- Striving for excellence in performance and participation;
- Always acting in the best interests of the College, the Association and its ethos.

Position Objective

The primary objective of the position is to provide assistance to staff, parents and students participating in the College music program. The Music Assistant works under the direction and supervision of the Head of Music who is responsible for the program which incorporates classroom music (K-12), private instrumental and co-curricular music.

This position involves administrative work that requires competent computing skills, effective communications skills when interacting with parents and tutors, and the ability to assist with practical aspects such as set up, hospitality and instrument maintenance is an advantage.

Some events are at times outside of regular work hours. All time worked at the direction of the Head of Music, which is outside the regular work pattern will be remunerated in accordance with the KCEA EA and Non-Teaching Staff EBA as it stands.

Specific Duties and Responsibilities

Tutors pays and Student Enrolments:

- Process and submit for payment each fortnight the tutor's payment for lessons delivered.
- Ensure that new instrumental enrolments are processed in a timely manner and tutors are given the necessary information to start new students.
- Liaising with tutors about school communications and queries that arise.

Performances and Events:

- Assist with event management as required by the Head of Music. This may include the following:
 - Booking venues and assisting with the necessary planning for events.
 - Assist with the set-up and preparation, or dismantling, of Music Department performances, concerts or events. Events, performances and concerts may require working beyond normal working hours as negotiated by the Head of Music.
 - Arrange the supply, and manage and monitor the service of refreshments at College music events.
- Keep the Theatre foyer Music Notice Board items and signage current.
- Maintain the office notice boards and keep the whiteboard event calendar updated and accurate.

Publications:

In liaison with the Director of Music:

- Design and produce publications for various music events, as requested. This may include:
 - Prepare and distribute music event advertising such as posters and leaflets.
 - Prepare programs, brochures, invitations, tickets and flyers for College music performances, events or concerts, using desktop publishing software (such as Canva, Photoshop etc), as instructed. Some of these may be electronically distributed via QR Code.
- Keep the department handbook and tutor information up to date and online.

Music program management:

The Music Department runs specific instrumental programs that require the enrolment of students, allocation of instruments and contracts and the tracking of them.

- The String Program and Band Program require the resources to be labelled and allocated to each individual student, communications to go to parents and new resources (instruments and books) purchased and catalogued as necessary.
- At the end of the annual programs, coordinate the return of instruments and books from students not continuing and ready them for the following year's cohort. This also requires the purchase of any that will be required but are still being used by students.

Cataloguing and Stock control:

- Ensure all ensemble sheet music is maintained in good condition, and kept filed, stamped and catalogued as part of our music library system.
- Regularly maintain and help with storage of resources.
- Assist with the production of material: e.g. scanning, photocopying and word-processing as required. In particular this will include preparing music for ensembles (choir booklets, practice copies of band music etc).
- Assist with the instrument maintenance (care), storage and tracking of student loans (instruments).
- Assist with ordering and managing resources and stationery as required.

Maintenance, Cleaning, Tidying and Organising:

As time permits, assist with the general running of the department such as:

- Ensure rooms (e.g. the tutor rooms or classrooms, etc.) required for music tuition, training, performances, concerts or events are booked in a timely manner, to avoid room and staff clashes.
- Ensure music department subject equipment including leads, instruments and sheet music is kept secure, maintained with appropriate labelling and/or engraving, organised and sorted, and prepared in a timely manner for classroom music instruction and events.
- Keep the inventory current of all music department equipment including books and equipment.
- Log maintenance requests, broken or missing items, and organise repairs as directed by the Head of Music.
- Maintain, tidy and organise music rooms/cupboards/storerooms to an acceptable level of cleanliness.
- Basic maintenance of classroom instruments and equipment (e.g. restringing guitars, cleaning keyboards, fixing broken stools).

Workplace Health and Safety:

- Undertake reasonable care for your own health and safety, for the health and safety of others and comply with College WHS policies and procedures.

Section 8. Selection Criteria

Pre-requisite

1. Working With Children Check clearance.
2. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

Essential

1. Ability to demonstrate a competent level of computer literacy (e.g. Canva, Excel, Word, Outlook, Photoshop and data base use).
2. High level interpersonal, and written and verbal communication skills, with ability to work in a team environment.
3. High level organisational skills, with ability to plan ahead and exercise initiative within boundaries.
4. Ability to work independently and be flexible in allocation of work hours, if necessary, for special and off campus events.
5. Ability to prioritise competing work demands, process large volumes of work and to work to deadlines.
6. Demonstrate versatile handy-person skills.
7. Have knowledge and ability to apply occupational health and safety principles in the workplace.

Desirable

1. Prior experience in the education industry.
2. Have an understanding of Christian Education.

Section 9. Application

Please forward your application to HR@kcc.wa.edu.au

Applications must include the following:

- Admin & Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au .

Applications Close: 12 noon, Tuesday 8 April 2025

Peter Burton
Principal
March 2025