



# HIGHVIEW COLLEGE

## Co-ordinator of Music Programs

### Position Description

*Guided by GRACE. Ready for Life.*

**GROWTH · RESPECT · ASPIRATION · COMPASSION · EXCELLENCE**

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### Role at a Glance

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|---------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Position Title</b>     | Co-ordinator of Music Programs                                                                          |
| <b>Reports To</b>         | Principal                                                                                               |
| <b>Direct Reports</b>     | Instrumental Music Tutors                                                                               |
| <b>Classification</b>     | Teacher, POR 2 per Highview College Enterprise Agreement 2023-2025                                      |
| <b>Employment Type</b>    | Ongoing teaching role                                                                                   |
| <b>FTE / Time Release</b> | Full-time / 0.3 time release<br><i>Adjustments to include instrumental music tuition are negotiable</i> |
| <b>POR Tenure</b>         | Three years                                                                                             |
| <b>Location</b>           | Maryborough, Victoria<br><i>Occasional travel to other work locations may be required</i>               |
| <b>Key focus</b>          | To lead Highview's extracurricular Music Program and teach classroom Music                              |

## Our Community

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Highview College has been educating young people in Maryborough for more than fifty years, as Australia's first ecumenical school. Being ecumenical doesn't mean setting differences aside; it means people of different Christian traditions choosing to work together in unity while each holds to their own faith and practice. That same spirit of unity-through-difference is why we welcome staff and families from all faiths and backgrounds today, within a school community still firmly grounded in Christian values. Highview is an independent college, governed by its own independent Board, while being a foundation member of Ecumenical Schools Australia (ESA) and a member of Independent Schools Victoria (ISV).

Our GRACE values – Growth, Respect, Aspiration, Compassion and Excellence – grew out of that same tradition and now guide the growth of our College. As a community of staff, students and parents, our shared purpose is the optimal growth of each individual: academic achievement and clear, creative thinking; a love of learning that lasts well beyond school; the confidence to discover and pursue individual gifts and talents; and a safe, positive community in which to thrive.

Highview is a connected Year 7-12 College serving Maryborough and the Central Goldfields region, offering pathways including VCE, VM, VET, and School-Based Apprenticeships. With close to 500 students and class sizes capped at 25, we are a genuine community where staff, students and families know one another, and where our impact on students is visible.

## Position Overview

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The Co-ordinator of Music Programs leads Highview's extracurricular Music Program across Years 7–12, with a particular focus on instrumental tuition, College bands, choirs and ensembles, and public performances. The role manages the College's Instrumental Music Tutors, co-ordinates rehearsal and performance schedules, and oversees the budget for the extracurricular Music Program. Instrumental and private music tutoring is provided as part of the College's Music Program, delivered through this team of tutors.

Separate to these leadership responsibilities, the Co-ordinator of Music Programs will also teach Music classes across all year levels (including VCE) as part of their 0.7 allocated teaching load, and may include teaching within a team of non-specialist Music teachers. In this teaching capacity, the Co-ordinator of Music Programs plays a leading role in the development, improvement and implementation of classroom Music pedagogy and curriculum, working in close partnership with the Head of The Arts, who holds holistic oversight of the Music curriculum and ensures consistency of pedagogy, templates and approach across the faculty. The Co-ordinator of Music Programs will thus work very closely with the Head of The Arts to ensure classroom and extracurricular music complement one another.

The Co-ordinator of Music Programs reports to the Principal and directly manages the College's Instrumental Music Tutors. The role works closely with the Head of The Arts and classroom Music teachers to align curriculum and extracurricular music, the Director of Annual Theatre Production to provide musical support for the College's annual production, Heads of Year on student wellbeing and participation, Administration and the Public Relations Officer on scheduling and promotion, and with families, external music organisations, and instrument suppliers and repairers.

The successful applicant will bring genuine experience managing music programs, ensembles and bands, strong organisational skills, and the ability to build a program that grows with the College.

## Key Responsibilities and Duties

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### *Program Leadership*

- Provide leadership of the College's extracurricular Music Program.
- Build a positive, inclusive music culture aligned with the College's GRACE values.
- Grow participation and opportunity across the instrumental and ensemble program over time.
- Works closely with the Head of The Arts to ensure that classroom music and extracurricular music complement one another.

### *Instrumental Music Program*

- Assist with the recruitment of Instrumental Music Tutors, lead their induction, and line-manage them on an ongoing basis.
- Co-ordinate enrolment, timetabling and scheduling of instrumental lessons.
- Monitor the quality and consistency of instrumental instruction.
- Manage student placement into appropriate ensembles.
- Lead and support Instrumental Music Tutors through regular meetings, mentoring, feedback and professional learning.

### *Ensembles*

- Co-ordinate and oversee the College's bands, choirs and ensembles, which may include Concert Band, Stage Band, Jazz Ensemble, Choirs, Chamber Groups, Rock Bands and Small Ensembles, plus any groups established as the program grows.
- Manage rehearsal schedules, repertoire planning, staffing and performance preparation for each.

### *Performances and Events*

- Lead the planning and delivery of music performances and events, which may include the Autumn and Spring Music Concerts, Solo Concert, Whole School Assemblies, community performances, Orientation events, and workshops and masterclasses, plus other events as they arise.
- Collaborate with the Co-ordinator of Annual Theatre Production to provide musical support for the College's annual production.

### *Resources and Budget*

- Manage the extracurricular Music Program budget in partnership with the Principal.
- Oversee purchasing, inventory and maintenance of instruments and equipment.

### *Community Engagement*

- Build relationships with families and the wider community around the Music Program.
- Promote the Music Program through College performances and publications.

### *Music Teaching*

- Support the Head of The Arts, and the broader Music teaching team, with the development, improvement, and implementation of classroom Music pedagogy and curriculum.

### *Classroom Teaching*

- In addition to the responsibilities outlined above, this role carries a teaching load as set out in the Role at a Glance, and the position holder is expected to be familiar with and fulfil the responsibilities of the College's Teacher Position Description.

## Required Skills and Knowledge

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- Demonstrated experience managing music programs, ensembles and bands.
- Strong organisational and scheduling skills across multiple tutors, ensembles and events.
- Capacity to teach within the Music curriculum (Years 7–12) as part of the teaching load.
- Excellent communication and relationship-building skills.
- Budget management skills.
- Willingness to uphold and model the Christian ecumenical ethos of the College.

## Qualifications and Experience

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### **Essential:**

- Current Victorian Institute of Teaching registration (or capacity to attain).
- Relevant teaching qualification, with strong capacity in classroom Music teaching.
- Enthusiasm for continuing to build a strong Music Program culture.
- Demonstrated experience managing and leading music programs, ensembles and/or bands.
- Current and ongoing right to work in Australia.

### **Highly Regarded:**

- Postgraduate study in Music Education or Educational Leadership.
- Experience managing instrumental tutors.
- Budget management experience.
- Experience co-ordinating large-scale performances or productions.

## Desirable Characteristics

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Highview staff are expected to contribute to a professional culture shaped by GRACE. The successful applicant will ideally demonstrate:

- visible commitment to Highview's GRACE values: Growth, Respect, Aspiration, Compassion and Excellence;
- warmth, professionalism and sound judgement when working with students, families and colleagues;
- commitment to building a safe, inclusive and respectful environment for all students;
- capacity to work constructively as part of a team;
- openness to professional learning, feedback and continuous improvement;
- care for the whole person — academic, social, emotional and personal growth;
- a positive contribution to College life beyond the classroom, where appropriate.

## Child Safe Standards

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Highview College is committed to the safety and wellbeing of all children and young people — this is the primary focus of our care and decision-making. Highview has zero tolerance for child abuse.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and where their voices are heard about decisions that affect their lives. Particular attention is paid to the cultural safety of Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds, and to the safety of children with a disability or additional needs.

Every person involved with Highview College has a responsibility to understand the role they play, individually and collectively, in keeping the wellbeing and safety of children and young people at the centre of every decision they make. All staff are subject to Highview's Child Safe Policies and Code of Conduct, and a condition of employment is that all staff are deemed suitable to work with children by holding a valid Working With Children Check (or equivalent).

## Statement of Faith

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Highview College is a Christian Ecumenical College. This means, firstly, that the person and message of Jesus Christ is at the heart of the learning, values and principles we espouse; and secondly, that we promote Christian unity and respect for all throughout our School. Highview's core beliefs can be found in the Bible, in accordance with God's desire for growing toward the wholeness of being for all.

## Flexible Working Arrangements and Equal Opportunity

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We understand that staff bring their whole lives to work, and we're committed to being a genuinely family-friendly place to work. We offer flexible working arrangements, including part-time work, job-sharing and other flexible scheduling options, and we're happy to talk through what flexibility could look like for you at interview. Flexible arrangements are negotiated with the successful candidate, subject to the operational needs of the College.

Highview College is committed to equal employment opportunity, merit-based selection, and a fair and inclusive recruitment process. We welcome and encourage applications from people of all backgrounds and faiths.

## Applying for the Co-ordinator of Music Programs Role

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Applications should be submitted via the Careers section of our website and should include:

- a current CV, including two referees who have held a supervisory role in relation to your work (if not included in your CV, referee details may be provided at interview);
- a cover letter of no more than two pages, addressing why you are a strong fit for Highview College and the Key Responsibilities and Duties, Required Skills and Knowledge, and Qualifications and Experience outlined in this position description.

Shortlisted applicants will be contacted for an interview. Our process generally includes at least one panel interview but may include a second panel interview and/or a demonstration of skills and abilities relevant to the role. Face-to-face interviews are preferred where possible.

Highview College reserves the right to interview and appoint a suitable candidate prior to the closing date, so early applications are encouraged.

## For More Information

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For a confidential conversation about the role of **Co-ordinator of Music Programs**, please contact:

**Cory Skilton**

Head of Staffing

[cskilton@highview.vic.edu.au](mailto:cskilton@highview.vic.edu.au) / [recruitment@highview.vic.edu.au](mailto:recruitment@highview.vic.edu.au)

(03) 5459 1000

### How to Apply

Applications should be submitted via the Careers section of our website:

<https://highview.recruitment.com.au/Careers/>

*Position Description approved by the Principal, last updated July 2026.*