



Band Conductor (Junior Campus)

Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Professional Conduct

- ☐ Foster supportive positive professional relationships
- ☐ Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- ☐ Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- ☐ Undertake and comply with mandatory training and regulatory requirements as determined by the School
- ☐ Attend School meetings, as requested, including outside of usual work hours
- ☐ Participate in professional learning, as requested, including outside of usual work hours
- ☐ Any other duties and activities as required by the School Principal (or delegate)

Work Health & Safety (WHS)

- ☐ Participate in the development of a safe and healthy workplace
- ☐ Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- ☐ Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- ☐ Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- ☐ Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- ☐ Model a commitment to providing, so far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- ☐ Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- ☐ Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Privacy

- ☐ Commit to understanding the appropriate use, sharing, retention and destruction of personal information in the workplace
- ☐ Demonstrate an understanding of the need to report suspected (observed or perceived) data breach/es and misuse of personal information

Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position. Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description in conjunction with any role specific task lists (if applicable) will be relied on as a framework for professional review.

Role	Band Conductor
Campus	Junior
Department	Co-curricular Music
Line Manager	Head of Co-curricular Music (K-12)
Direct Reports	Nil
Industrial Instrument	Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025
Hours	2 hours per week Term Time
Classification	Instructional Services Level 5
Role Profile	In consultation and partnership with the Head of Co-curricular Music (K-12) and Head of Bands, the Band Conductor is responsible for contributing the pedagogical development, implementation and running of the School's Band programs. In collaboration with the Head of Bands, the Band Conductor liaises, contributes to all aspects of the Band Programs while also being responsible for the oversight and management of the ensembles that they conduct. Ensembles within the Bands Program include (without limitation) Symphony Orchestra, Junior Symphony Orchestra, Symphonic Wind Ensemble, Secondary Concert Band, Junior Wind Ensemble, Junior Concert Band, Beginner Band, Stage Band, Jazz Ensemble and Junior Jazz Ensemble. The Band Conductor will be an enthusiastic, vibrant and committed musician, educator, conductor and administrator able to demonstrate excellent interpersonal skills for working with students and parents and develop strong collegial relationships with all staff to support and enhance student learning.
Qualifications	☐ Bachelor of Education or equivalent tertiary level qualifications in a relevant Music field (essential) ☐ Experience in a similar role / School environment (preferred) ☐ Qualification (eg, A.Mus.A, or equivalent) on a Concert Band instrument (desirable)
Compliances	☐ Valid NSW Working with Children Check Certificate ☐ First Aid [HLTAID012] [HLTAID011] ☐ CPR [HLTAID009] ☐ OCG Child Safe eLearning – Keeping Children Safe (or equivalent) ☐ NCCD eLearning – Disability Standards for Education (or equivalent) ☐ WHS/Emergency Procedures eLearning (or equivalent)
Skills, Knowledge & Experience	☐ Warm, welcoming and professional manner ☐ Presents a professional and positive demeanour and is a solution-oriented person ☐ Displays empathy, enthusiasm, commitment and is highly motivated to contribute to department improvements ☐ Possesses a strong work ethic with a 'teamwork' mindset. ☐ Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail

- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships
- Strong organisation and time management skills
- Excellent interpersonal skills and demonstrated ability to work both autonomously and collaboratively
- Ability to effectively communicate, both verbally and in writing
- Outstanding performance profile as both a band conductor and performer
- Demonstrated high level musicianship in playing a Concert Band instrument within Concert Band and Jazz settings
- Demonstrated ability to enthuse, motivate and encourage Band students
- Team player who is keen to work with colleagues to best meet the learning and wellbeing needs of individual students
- Commitment to support the ethos of the School with a willingness to make a significant contribution to the life of the School

Role Function

The Band Conductor throughout their daily work practice, is expected to:

Assist the Head of Co-curricular Music (K-12) and Head of Bands with:

Students

- Develop personal knowledge of each ensemble student within their ensembles and liaise with parents, support and teaching staff concerning the progress of students in the academic and instrumental music pursuits
- Collaborate with the Head of Bands (K-12) to discuss recommendations regarding ensemble involvement and positioning of students enrolled in the Bands program
- Collaborate in the analysis of collected data to reflect upon and refine pedagogical approaches across the department
- Participate in the development and monitoring of development and audition processes employed with the department
- Routinely rehearse ensembles each week, across both campuses, for all School approved performances throughout the year
- Plan and initiate performance opportunities for their ensembles.
- Make recommendations for the maintenance and purchases of equipment and resources
- Arrange music for ensembles as needed
- Monitor your ensembles' percussion stock and ensure the appropriate allocation and maintenance of percussion equipment in rehearsal spaces

Staff

- Liaise with all ensemble and Music Tuition staff regarding performance and repertoire throughout the year
- Participate in the auditions and ensembles recruitment process
- Plan and initiate performance opportunities for all ensembles within the Band programs
- Work with music tuition staff to develop and refine their pedagogical approaches
- Guide and support music tuition staff in working with individual students

Parents

- ☐ Encourage parental support of their students
- ☐ Provide information parents need to support and encourage student participation in the Instrumental Music Program
- ☐ Communicate with parents regarding student progress and attendance where appropriate

Expectations

- ☐ Assist the Musical Director for all whole School musical performances
- ☐ Assist the Musical Director for all Junior campus specific musical performance, if required
- ☐ Participate in professional development, both internal and external to ensure your practice is continually growing and developing
- ☐ Demonstrate your support of and respect for the School's vision, values, goals, policies and procedures in all aspects of performing your role
- ☐ Contribute to the effective and efficient running of the department
- ☐ Demonstrate positive and cohesive working relationships with staff (including volunteers) and students
- ☐ Display a strong teamwork ethic in all aspects of performing your role

Other Duties and Responsibilities (as required)

- ☐ Attend School and Co-curricular Music meetings, as requested, including outside of usual work hours
- ☐ Attend professional learning events, as requested, including outside of usual work hours
- ☐ Any other duties and activities as required by the School Principal (or as delegated)

Acceptance

Having read this Role Description in its entirety, I

- a. accept the requirements of the role, understanding that the School reserves the right to vary any requirements, following consultation with me, to ensure that the operational needs of the School are continuously met,
- b. declare that I do not have any medical conditions and/or physical limitations that will prevent/reduce my ability to fulfill any aspect of the role; and
- c. confirm I am fit and able to fully perform the role as described at this time.

Signature

Print Name

Date / /