



DIRECTOR OF PERFORMANCE (CO-CURRICULAR)

JOB & PERSON SPECIFICATION

MARCH 2026



POSITION DESCRIPTION

Director of Performance

1. POSITION

Position Title:	Director of Performance (Co-curricular)
Reporting To:	Deputy Principal Wellbeing and Operations
Classification:	Seymour College Enterprise Agreement 2025 or subsequent equivalent (Grade 7)
Direct Reports:	Strings, Celtic, Bands, Choral and Contemporary Music Coordinators Performing Arts Administrator, Centre for Performing Arts Coordinator Peripatetic Tutors Drama Coordinator

2. POSITION SUMMARY

The Director of Performance (Co-curricular) provides leadership of Seymour College's Performance program, overseeing the planning, coordination and delivery of a high-quality co-curricular performing arts program. The role leads the Instrumental Music Program, Dance Program, Immersion Program, performances and major productions, ensuring strong participation, high standards and meaningful performance opportunities for students. The role also includes working closely with the Celtic, Bands, Choral and Contemporary Music and Strings Coordinators to oversee ensembles and Immersion Programs.

3. KEY ACCOUNTABILITIES

Leading the Department

- In collaboration with the Deputy Principal Wellbeing and Operations facilitate a high-performing whole performance program and an annual schedule of music and performance events.
- Develop and oversee:
 - The Performance Co-Curricular program and student award process.
 - Rehearsal schedules, liaising with ensemble directors on operational requirements.
 - The Dance Program working with McGregor Campus Student Services on scheduling, staffing, invoicing and compliance.
 - The Instrumental Program (P-12).
 - The College Musical acting as the Producer.
 - The budget.
 - Music ensemble resources.
 - The Immersion Program (in conjunction with the Coordinators)
 - Music for College Assemblies and events.
 - Any Performance based trips and tours (local, interstate or overseas).
- Plan and coordinate the presentation of music performances including venue bookings, transport, set-up, production and overall delivery of events.
- Support the staging of music concerts by providing coordination and assistance to Coordinators, Ensemble Directors and students.
- Develop a strong and visible presence of Performance within the College community.
- Contribute to a culture of continuous improvement by anticipating trends and recommending changes to further enhance the performance program
- Ensure the team accurately monitors, records and reports on student attendance.
- In collaboration with the coordinators, oversee the selection of the co-curricular ensemble and performance groups.

- Conduct a small number of ensembles.
- Research key opportunities to raise the profile of Performing Arts in the community including Generations in Jazz, ABODA, ANCA, Eisteddfods, guest artists and musicians in residence.
- Coordinate accompanists for all performances and concerts including Clan Choral.
- Support student leaders in Performance.
- Contribute to the music scholarship audition process.
- Contribute to articles for College publications, e.g. Seymour News and Tartan Talk.
- Act as the point of escalation liaising with parents, teachers, peripatetic tutors and coordinators.
- Work collaboratively with the Performance Administrator and McGregor Campus Student Services Administrator to maintain data and information on the College's systems (SOCS, Synergetic and Clipboard).
- Develop and maintain handbooks and SOCS pages.
- Other duties as required by the Principal or Deputy Principal.

Instrumental Program Coordination

- Provide leadership and oversight of the College's Instrumental Music Program across P-12, supporting high-quality delivery and continuous improvement of instrumental tuition, ensembles and performance opportunities.
- Act as a key point of contact for communication.
- Lead and facilitate professional dialogue and collaboration among peripatetic instrumental tutors to promote consistency of practice, shared expectations, and a cohesive program experience for students.
- Provide advice and guidance to students and parents on instrumental pathways, tutor allocation, ensemble participation, practice expectations, and program progression.
- Ensure thorough and accurate documentation including program structures, tutor information, enrolments, attendance, compliance and performance requirements.
- Quality-assure content and information on SOCS and Clipboard platforms.
- Manage the administrative responsibilities of the Instrumental Program, including:
 - Timetabling and invoicing.
 - Tutor coordination.
 - Semester base instrumental reports.
 - Reporting and systems training.
 - Approval of timesheets.
 - Purchase and hire of instruments.
 - Inductions and compliance.
 - Monitoring lesson attendance and communicating with peripatetic tutors and parents
- Facilitate team meetings as calendared.

Leading People – Developing Self and Others

- Positively promote the College and the Seymour brand engaging actively with key stakeholders, building their confidence and pride in the College.
- Maintain an active presence across the College performance program by attending events.
- Lead and manage a sustainable staffing model ensuring high quality:
 - Recruitment, selection and onboarding including compliance requirements
 - Lead and coach a cohesive, highly engaged team.
 - Collaborative work practices and professional learning culture
 - Constructive regular feedback and opportunities to develop and grow
 - Duty of care including child safeguarding, compliance and adherence to policies.
- Ensure the Department develops and implements efficient and effective practices.
- Actively lead and facilitate regular team and direct report meetings.
- Reflect regularly on practice, seek feedback and identify opportunities for growth.
- Engage in relevant professional learning, remain informed on best practice, emerging trends and innovations.

- Model professional conduct, integrity and a growth mindset.

Leading and Engaging with the Community

- Facilitate Friends of Performance Meetings and guide the support at events.
- Build strong, trusting relationships with students, staff and families through proactive communication and maintaining an active presence.
- Engage parents and caregivers as partners in supporting learning and wellbeing.
- Represent the College at key events.
- Collaborate with internal and external partners to enhance opportunities for all students.
- Promote the values, culture and reputation of Seymour College in the broader community.

Leading Improvement, Innovation and Change

- Lead the development, implementation and review of initiatives.
- Identify opportunities to improve systems, processes and practices, and recommend practical, sustainable solutions.
- Lead and participate in continuous improvement activities, including feedback processes, reviews and quality assurance initiatives.
- Embrace innovation by adopting new technologies, practices and ways of working.
- Support change initiatives positively.
- Use data and evidence to inform decision-making and measure the impact of improvement strategies.

Relationship Management

- Develop and maintain respectful, collaborative relationships with students, families, and colleagues that promote trust, transparency, and shared purpose.
- Work in partnership with leaders and teams across the College to ensure consistent communication and a cohesive community experience.
- Support the planning and delivery of events, meetings, and engagement activities that strengthen connections within the College community.
- Manage sensitive or complex matters with discretion and sound judgement.
- Represent the College positively at internal and external forums.

General Responsibilities

- Assist the Principal in fulfilling the aims and purpose of Seymour College, by supporting the philosophy and ethos of the College.
- Cooperate fully with the Principal and other members of staff in keeping with the values and traditions of the College.
- Demonstrate organisational, administrative and management practices appropriate to the position.
- Practice professional judgement and initiative commensurate with the role.
- Comply with legislative requirements and the Seymour Enterprise Agreement.
- Perform and carry out duties according to College policies.

Safeguarding Our Students

- Be familiar with the Child Protection Policies and Child Safe Code of Conduct and promote the safeguarding and welfare of students with whom you come into contact.
- Report, in the first instance to a Child Safeguarding officer, then a member of the Executive Team on any matters relating to Child Protection.

Workplace Health and Safety

- Comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace.
- Immediately inform your line manager or a member of leadership team including the executive team or the Safety, Risk and Compliance Manager

- Participate in training, preparation and practice for responding to accidents, emergencies or other threats to the safety of the College community.

4. SELECTION CRITERIA

Qualifications Skills and Experience

- Relevant tertiary qualifications and/or extensive experience in Performing Arts, Music, Arts Administration, Education or a related field.
- Demonstrated experience leading and coordinating performance or arts programs, ideally within an educational or youth-focused environment, including the planning and delivery of concerts, productions and performance events.
- Proven experience leading and developing teams, managing projects and complex schedules, budgeting, resourcing and stakeholder engagement.
- Demonstrated experience building highly effective and trusting relationships with stakeholders and working effectively as a part of a team.
- Proven experience using initiative, strategic thinking and problem solving.
- Proven capability to work collaboratively and effectively in a respectful, professional, and confident manner.
- Demonstrated experience using technology for solutions.

Personal Attributes

- Has integrity, is highly confidential and develops trust and confidence in others.
- Team orientated – strong collaborative skills, a willingness to support others, proactive, and open to the ideas of others.
- Organisation – prioritises, plans effectively, customer focused, detail orientated and delivers within agreed timeframes.
- Communication – is open and receptive. Has highly developed written, verbal, listening and presentation skills.
- Analytical – is logical, fact driven and organises information to identify solutions.
- Adaptability and flexibility – adapt to changes in the work environment, manages competing demands and responds to unexpected events with a positive mindset.
- Relationship Management – builds strong rapport with a range of stakeholders, works collaboratively and achieves results.
- Values – has close alignment with the values of the College

Conditions

- Eligible to work in Australia
- There is a significant after-hours commitment with the role expected to be immersed in the life of the College and the broader community. This will include evening and weekend commitments.
- Work from any other metropolitan location as required.
- Working with Children Check
- First Aid in an educational and care setting.
- Responding to Risk of Abuse, Harm and Neglect Certification

Due to the evolving operational needs of a school environment no position description can fully capture the complexity of tasks within the College. There will be other tasks and actions not mentioned in the position description that may be given from time to time or included in this role. All positions evolve and change over time, and we are committed to reviewing position descriptions regularly to ensure they reflect the demands of the role and the contribution of employees.

Seymour College is committed to the safety and wellbeing of children and young people through the prevention, identification and reporting of child abuse and neglect. All candidates for roles at the College are subject to thorough screening and assessment to determine suitability and support of child safety. All employees, volunteers and visitors are expected to model and encourage behaviour that upholds the dignity and protection of students from harm. In applying for this role, you are asserting the accuracy and integrity of your application, including the complete disclosure of any matter that may be inconsistent with the safety and wellbeing of children and young people, or bring the College into disrepute.



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.