

Fact sheet 1 – Role of the coordinating teacher and supervisor

Who is the coordinating teacher?

The teacher entering the nomination for individual students or student groups to participate in CGEN 2019 or MOST 2019 should consider themselves the coordinating teacher.

The role and responsibilities of the coordinating teacher are to:

- ensure students and their parents/guardians read and understand the participants' responsibilities (fact sheet 2), the level of commitment required to participate in their specific CGEN category or MOST, and all ongoing requirements of the program to ensure all participants are fully prepared at all times
- ensure the principal is aware and approves the nomination/s from the school and understands the level of commitment required by all participants (students and coordinating teachers)
- obtain and hold signed CGEN 2019 project consent forms and Network Ten release forms for each nominating student and hold (or distribute to principal-approved supervisors) medical and emergency contact information for each participating student
- submit all student nominations and the audition footage (if required) via the CGEN nomination website
- assign supervisors to assist at auditions, rehearsals and performances (if required) and seek principal approval for each supervisor's level of commitment. The coordinating teacher may also choose to take on the role of supervisor (see 'Who is the supervisor?' below)
- adhere to the Student Protection Policy in conjunction with the state government's Code of Conduct and each school's individual Code of Behaviour, which will detail particular strategies to promote appropriate behaviour, as well as consequences for unacceptable behaviour, during all CGEN or MOST commitments
- liaise with the CGEN or MOST team and relay all information regarding auditions, rehearsals and performances to participating students, parents/guardians and supervisors
- ensure participating students meet all audition, rehearsal and performance commitments for CGEN or MOST
- rehearse in schools the set items taught at rehearsals (choir, dance, massed strings and drumline)
- ensure all participants understand that if they contravene any element of the program or its requirements they risk exclusion from the show.

- notify the CGEN or MOST team if staff or students have any allergies or require any of the following special arrangements*:
 - sign language interpreters
 - alternative formats for printed material (e.g. large print, disk, Braille)
 - physical access requirements (e.g. accessible car parking)

* Please note that students requiring additional support are required to have a supervisor provided by the school at all massed rehearsals to meet the needs of the student and support their involvement. If students are in featured categories where supervisors are not required, additional support may be able to be provided by the department.

Who is the supervisor?

A supervisor is a responsible adult (parent or guardian), teacher aide or teacher who has been assigned by the coordinating teacher and approved by the principal to assist at auditions, rehearsals and performances.

The role and responsibilities of the supervisor are to:

- adhere to the Student Protection Policy in conjunction with the state government's Code of Conduct and each school's individual Code of Behaviour, which will detail particular strategies to promote appropriate behaviour, as well as consequences for unacceptable behaviour, during all CGEN commitments
- liaise with the coordinating teacher on a regular basis to ensure each person has the most current information, including medical and emergency contact details for all students in their care, plus venue and timetable schedules
- take responsibility for the care of students to and from, and at times during, all scheduled auditions, rehearsals and performances, including breaks
- ensure all participants are cooperative, self-disciplined and willing to follow direction from all coordinating teachers and members of the CGEN team, including directors, category managers, tutors, choreographers and stage crew.

In some situations, officers of the DoE or CGEN contractors employed by the department may supervise students. Further information about this will be communicated in category-specific invitations issued by each category manager.

Behaviour

The DoE has a zero tolerance for inappropriate action or behaviour.

If behaviour of this nature is observed or reported during the CGEN program, CGEN staff must be informed immediately. The department will take any allegations seriously, and reports of illegal conduct will be referred directly to the Queensland Police Service.

Any complaint related to bullying of others, harassment of any nature, or vilification/discrimination for any reason will be responded to and managed immediately. If an individual is found to be associated with or involved in any behaviour of this nature, they will be excluded from the program.

Teachers, contractors or anyone who works in any other capacity for the department should be aware that the *Code of Conduct for the Queensland Public Service* and the department's Standard of Practice apply at all times when they are performing official duties, including working outside their standard hours. In addition, they should be aware that while the Code does not cover misconduct in a private capacity, under the *Public Service Act 2008*, inappropriate or improper conduct in a private capacity that reflects seriously and adversely on the public service may be subject to disciplinary action.