



Role of the coordinating teacher

Who is the coordinating teacher?

The teacher entering the nomination for individual students or student groups to participate in 2025 Creative Generation Excellence Awards in Instrumental Music (MOST) and *Creative Generation – State Schools Onstage* (CGEN) 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 MOST/CGEN, 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 record signed MOST/CGEN 2025 project consent forms for each nominating student and obtain and record (or distribute to principal approved supervisors) medical and emergency contact information for each participating student
- submit all student nominations and the audition footage via the 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 MOST/CGEN commitments
- liaise with the MOST program manager and communicate 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 the program involved
- notify the MOST/CGEN 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)
- ensure that all participants are aware that they are not only representing their school, but the Department of Education
- ensure all participants understand that if they contravene any element of the program or its requirements they risk exclusion from the program.