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Position Title:	Music Instructor – Voice
Prepared:	June 2023
Reports to:	Head of Music
Prepared by:	Head of Human Resources

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## Position Purpose

The role of the Music Instructor is to act as the primary music mentor for students who elect to learn an instrument or voice in private music lessons.

## Position Status

This position is for approximately 2.5-3 days per week. Consideration will be given to candidates who wish to apply for 1 day of instructing.

Fixed Term part time, as per the individual contract of employment.

The Full Time Equivalent (FTE), stated on the individual contract, is calculated using the following elements:

private lessons, classroom tutoring, accompaniment of orchestras/ensembles, music concerts/recitals, music rehearsals, timetabling, report writing, compliance training, concert/recital organisation, staff meetings, professional learning (including music staff conference days), attendance at School events, co-curricular activities, music camps and other duties as determined by the Employer as necessary for the Music Instructor to perform the role.

It is expected that the hours of work will be within the College's normal hours of work, however the nature of the role will, at times, require your attendance at rehearsals and performances, often outside these hours.

## Specific to this role

The position consists of the following:

- Teaching voice to students of all ages from beginner to advanced
- Preparing students where appropriate for choirs
- A willingness to engage students in a variety of genres and styles in performances
- Preparing students comprehensively for AMEB music exams, annual music recitals and other performance opportunities during the year
- Proactively working to increase the numbers of quality voice students at the College
- Involvement in the St Leonard's College annual Music Camp

Every instructor has a responsibility to keep accurate student attendance records. In addition, each instructor must keep a detailed record of the progress of every student and provide written reports to parents throughout the year as a part of the online continuous reporting system at St Leonard's College.

## Duties & Essential Job Functions

Task	Expectations
<p><b>Private Lessons</b></p>	<ul style="list-style-type: none"> <li>• <b>Provide weekly lessons</b> The regularity of weekly lessons for students is of significant importance to the College. In cases where a music instructor is unable to fulfil their regular weekly teaching duties due to other commitments, this must be advised to, and negotiated with, the Head of Music at the earliest possible time.</li> <li>• <b>Timetabling</b> Timetables must be prepared for terms 2, 3 and 4 before the end of the previous term so that they can be uploaded into SYNERGETIC, the College data base. Timetables for term 1 must be completed by the end of week 2 of term 1. All lesson times are to be entered onto SYNERGETIC.</li> <li>• <b>Marking the roll</b> Music instructors must mark their SYNERGETIC rolls as soon as possible. For lessons in the morning, the absences must be entered before 11.00am. All other absences must be completed prior to departing the College on the day of any lessons.</li> </ul>
<p><b>Reporting</b></p>	<ul style="list-style-type: none"> <li>• Each term the music instructor is required to write a report for each of their private music students.</li> <li>• When involved in classroom tutoring the music instructor will give feedback to the classroom teacher.</li> </ul>
<p><b>Recitals</b></p>	<p>All private music students are strongly encouraged to perform at the Annual Music Recitals, and it is an expectation that music instructors are available at some stage on that day to host their students' recitals.</p>
<p><b>Ensembles</b></p>	<ul style="list-style-type: none"> <li>• <b>Instructor participation</b> Instructors may be asked, and are encouraged to, lead or assist in one or more of the many ensembles that form part of the College's cocurricular ensemble program. These occur on a weekly basis during term time.</li> <li>• <b>Student participation</b> All students in years 7 to 11 who take private music lessons (other than piano students) are required to participate in a core ensemble. It is essential that each music instructor is aware of their students' ensemble involvement and counsel them carefully as to the variety of musical opportunities appropriate to them.  Music Instructors must inform the Head of Music immediately if there is a student who is not fulfilling their core ensemble requirement. These students will be given the opportunity to join a core ensemble but, should they choose not to do so, their lessons will be suspended or withdrawn.</li> </ul>
<p><b>Classroom Tutoring</b></p>	<ul style="list-style-type: none"> <li>• Students from years 3 to 7 participate in instrumental or choral tuition as part of their classroom music program. Music Instructors form part of this program as an instrumental or choral tutor of small groups of students.</li> <li>• The tutoring may take the form of accompanying individuals or small groups of students.</li> </ul>

<b>Other</b>	<ul style="list-style-type: none"> <li>• Music instructors will negotiate a learning program with each student that considers all aspects of the student’s music learning. External examinations such as AMEB are encouraged.</li> <li>• Music instructors may be asked by the Head of Music to participate in Music Camps, excursions or extra concerts and performances.</li> <li>• Music staff must attend the annual music staff meeting held at the start of the school year in January. College identification photos will be taken during this time.</li> <li>• Piano Accompanying may be required by some instructors where appropriate.</li> <li>• Any extra hours, not including a change to the overall FTE, must be preapproved. These hours must be discussed with the Head of Music and approved in advance of the activity. These hours are then entered into ConnX and approved by the Head of Music.</li> </ul>
<b>Any other task as deemed appropriate for the role</b>	

### Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

### Child Safe Responsibilities and Requirements

St Leonard’s College has zero tolerance for child abuse.

St Leonard’s College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard’s College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College’s child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College’s Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school’s Code of Conduct for staff

- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

## General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2023*, and any subsequent Agreement.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health, Safety and Wellbeing
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
  - Accountability – we do our work with honesty, integrity and enthusiasm
  - Performance – we perform to the best of our ability
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.