



**St Leonard's College**

## **Teaching Staff Position Description**

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<b>POSITION TITLE:</b>	<b>Music Teacher</b>
<b>POSITION STATUS:</b>	<b>Permanent Full Time</b>
<b>DATED:</b>	<b>September 2016</b>
<b>REPORTS TO:</b>	<b>Directors of Music – Education and Performance</b>
<b>PREPARED BY:</b>	<b>Head of Human Resources</b>

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### **OVERVIEW OF THE POSITION**

The successful applicant will be required to:

- Teach in the years 5 to 10 classroom music programs, which have a strong instrumental focus in brass, woodwind, strings, percussion and vocal groups at years 5 to 7
- Participate in the cocurricular music program with concert bands, orchestras and/or choirs. The focus will vary according to the successful applicant's area of expertise. Experience in training jazz choirs could be an advantage.
- Assist with musical productions, which will include some work on Sundays and during term breaks
- Attend Music Faculty meetings and regular staff meetings
- Be responsible for the preparation of course outlines as required, contributing ideas and material for the mutual benefit of all in the team of teachers
- Have proven organisational skills
- Assist with the preparation of choirs and instrumental items for important events on the school calendar such as Community Day and the Annual House Music Competition
- Attend the College's Music Camps as required
- Enthuse, motivate and encourage students
- Be a skilled musician; conducting skills would be an advantage
- Assist with evening and weekend recitals and concerts
- Participate in Parent/Teacher interviews and write reports
- Complete any other tasks as deemed appropriate

### **QUALIFICATIONS**

Applicants should have an approved degree in Music/Music Education and be a qualified teacher.

### **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.

It is a condition of employment that all teachers provide a Victorian Institute of Teaching (VIT) registration before their position will be confirmed.

The College:

- is an equal opportunity employer
- complies with the requirements of the Privacy Act
- has a strong commitment to OH&S
- will not tolerate harassment of any kind

We value:

- 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

All staff are expected to actively support these standards.

St Leonard's College teachers are dynamic, enthusiastic professionals who are committed to:

- the development of learning and teaching programs with clearly defined outcomes
- the maintenance of effective assessment recording and reporting strategies
- the integration of ICT into teaching and learning in the classroom
- meeting all curriculum and assessment requirements
- engaging in cocurricular and pastoral programs of the College

## **CHILD SAFETY AND PROTECTION RESPONSIBILITIES**

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

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.