



St Leonard's College

Position Description

POSITION TITLE:	Sessional Music Instructor – Bassoon
POSITION STATUS:	Casual, VMTA rates
Prepared:	November 2016
REPORTS TO:	Head of Music - Performance
Prepared by:	Head of Human Resources

Overview of the position

The position consists of the following:

- Teaching bassoon to students of all ages from beginner to advanced, including high level AMEB students;
- Involvement in the development of bassoon players within the extensive orchestral and concert band program at St Leonard's College (4 bands, 2 symphony orchestras);
- Teaching within the 7 program to develop bassoon and oboe players;
- Assisting where appropriate in cocurricular music ensembles including Orchestras and Concert Bands;
- A willingness to engage students in a variety of genres and styles in both bassoon and oboe performance;
- Responsibility for the maintenance of all bassoons.

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.

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 employees provide a Working With Children Check (WWCC) or 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.
- 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.

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 programme 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.