



---

<b>POSITION TITLE:</b>	<b>Sessional Music Instructor – Voice and Choral</b>
<b>POSITION STATUS:</b>	<b>Casual, VMTA rates</b>
<b>Prepared:</b>	<b>November 2016</b>
<b>REPORTS TO:</b>	<b>Head of Music - Performance</b>
<b>Prepared by:</b>	<b>Head of Human Resources</b>

---

### **Overview of the position**

The position consists of the following:

- Teaching private voice lessons to students of all ages from beginner to advanced, including VCE and IB students;
- Leadership and conducting of the Soprano/Alto Choir (currently 75 students from year 5-12). This open entry choir performs a wide variety of genres;
- Leadership and direction of our Jazz Choir Program (currently 3 choirs). These choirs participate in the Mt Gambier Generations in Jazz Festival;
- Involvement in the development of the wider choir program;
- Teaching within the year 7 program to develop vocal students;
- A willingness to engage students in a variety of genres, choral settings and performance experiences.

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.