



St Leonard's College

Teaching Staff Position Description

POSITION TITLE:	Head of Strings
POSITION STATUS:	Permanent Full Time
Prepared:	February 2017
REPORTS TO:	Directors of Music – Education and Performance
Prepared by:	Head of Human Resources

St Leonard's College is seeking an enthusiastic, vibrant and committed strings teacher to lead its thriving string and orchestral program as the Head of Strings.

Applicants must be registered with the Victorian Institute of Teaching (VIT).

The commencement date for this permanent full time position will be as soon as practical, but no later than the start of term 2, Tuesday 18 April 2017.

Applications should be submitted by Thursday 16 February 2017

The College reserves the right to interview and offer earlier.

Overview of the position

The Head of Strings is responsible for both the delivery of all private string lessons and also the coordination and leadership of the College's orchestral program (currently 2 symphony orchestras, 1 primary orchestra and 3 string orchestras) and the College's chamber music program (including string quartets and piano trios). The Head of Strings will be part of the Music Performance leadership team.

The successful applicant will be required to:

- teach within and lead the team of staff responsible for the delivery of the year 3 to 7 classroom string programs;
- conduct several ensembles within the orchestral and chamber music programs;
- oversee and provide direction for all aspects of the orchestral and chamber music programs;
- 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;
- attend curriculum Music faculty meetings and Music Performance faculty meetings;
- oversee the delivery and organisation of all violin, viola, 'cello and double bass lessons;
- provide leadership and support for all staff involved in the delivery of private string music lessons;
- participate in and lead the three day orchestra camp section of the annual January Music Camp;
- have proven organisational skills;
- maintain instrument inventory;
- organise concert performances such as the Orchestral Concert and the Winter Recitals;
- assist with the preparation and organisation of items for important events on the school calendar such as Community Day Fair, Annual Church Service (including a massed choral and orchestral item), VSMF, Music Festival, Speech Nights, assemblies and the Annual House Music Competition;
- assist with preparation and direction of the College musicals;

- any other tasks deemed appropriate for the role.

Qualifications

Ideally applicants should have an approved degree in Music/Music education and must be a registered teacher with the VIT. Some accompanying skills would be an advantage. The person appointed to the position will be expected to:

- enthuse, motivate and encourage string students;
- be a skilled conductor and musician;
- assist with recitals, concerts, camps and tours;
- participate in Parent/ Teacher interviews and write reports as required;
- be involved in the selection of repertoire for cocurricular groups;
- work effectively as part of a team.

OTHER FUNCTIONS & RESPONSIBILITIES

The responsibilities of a St Leonard's College teacher include, but are not limited to:

- Preparing and executing well-planned, academically rich and innovative lessons;
- Developing a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs;
- Employing a variety of effective teaching strategies to effectively implement the curriculum;
- Ensuring that classrooms are places where technology is seamlessly, yet actively, employed to assist in effective learning;
- Reporting on academic achievement to parents via the Continuous Reporting system and make appropriate levels of contact with parents as necessary;
- Developing learning relationships with students that assist in developing the confidence and learning of St Leonard's College students;
- Giving appropriate time to the planning of lessons and collaboration with other teachers as part of teaching teams;
- Actively contributing to a culture of teaching and learning where teachers learn with, and from, each other and actively inquire into effective pedagogical practice;
- Engaging in active and continuous professional learning that is relevant to their area/ subject discipline as well as concerns and debates in the education sphere more generally;
- Being thoroughly versed in the policies of the College and abide by the policy directives;
- Supporting Pastoral staff in ensuring that the expectations of student behavior and dress are met;
- Engaging with students in a variety of activities outside the classroom, including House and co-curricular activities.

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.
- 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.

Teachers at St Leonard's College 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 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.