



**St Leonard's College**

## Position Description

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<b>POSITION TITLE:</b>	<b>Sessional Music Instructor – Flute</b>
<b>POSITION STATUS:</b>	<b>Casual, VMTA rates</b>
<b>Prepared:</b>	<b>March 2017</b>
<b>REPORTS TO:</b>	<b>Head of Music - Performance</b>
<b>Prepared by:</b>	<b>Head of Human Resources</b>

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A vacancy has arisen at St Leonard's College for a casual sessional flute instructor to join our professional and highly motivated instrumental staff. The successful candidate will have the ability to teach flute from beginner to advanced level as well as experience in directing flute ensembles. This position is currently for approximately two days per week, starting in the first week of term two, Tuesday 18 April 2017.

**Applications should be submitted by Monday 20 March 2017.**

### Overview of the position

The position consists of the following:

- Teaching flute to students of all ages from beginner to advanced;
- Working with music staff to develop flute players from the instrumental-based classroom music program at year 5, 6 & 7;
- Involvement in the development of flute players within the extensive bands program at St Leonard's College (3 Concert Bands);
- Involvement in the development of flute players within the extensive orchestral program at St Leonard's College (2 Symphony Orchestras and 2 Musical Orchestras);
- Assisting to prepare students where appropriate for music ensembles including Irish Group, Flute Ensemble and the Latin Ensemble;
- A willingness to engage students in a variety of genres and styles;
- Preparing students comprehensively for AMEB music exams;
- Proactively working to increase the numbers of quality flute students at the College.

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.