



St Leonard's College

Teaching Position Description

POSITION TITLE:	Head of Strings
Prepared:	May 2017
REPORTS TO:	Directors of Music – Education and Performance
Prepared by:	Head of Human Resources

POSITION PURPOSE

This role is for an enthusiastic, vibrant and committed strings teacher to lead its thriving classroom and cocurricular string and orchestral program as the Head of Strings.

POSITION STATUS

This is a permanent full time role.

The commencement date for this position will be from Friday 19 January 2018, the new staff induction day. The College would consider an earlier start in 2017.

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 teach in the years 3 to 7 classroom strings program and coordinate the sessional strings instructors for this program. The Head of Strings will be part of the Music Performance leadership team.

The successful applicant will be required to:

- 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 strings staff;
- participate in and lead the three day orchestra camp section of the annual January Music Camp;
- have proven organisational skills;
- maintain the string 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 Victorian Institute of Teaching, 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.

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.

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.
- College Standards - all staff are expected to actively support the following standards;
 - 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.

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.