



St Leonard's College

Position Description

POSITION TITLE:	Sessional Music Instructor – Classroom Strings
POSITION STATUS:	Casual, VMTA rates
Prepared:	May 2017
REPORTS TO:	Head of Music - Education
Prepared by:	Head of Human Resources

A vacancy has arisen at St Leonard's College for a casual sessional strings instructor to join our professional instrumental staff for terms 3 and 4 2017, commencing from Monday 17 July 2017. The successful candidate will have the ability to teach in a classroom strings program from years 3 to 7. This position is for approximately 10 hours per week, spread across 3 days.

The candidate will need to be available every Monday and Tuesday and as the College works on a 10-day timetable, every alternate Friday.

Overview of the position

The position consists of the following:

- Teaching strings to students in groups as a part of the years 3 to 7 classroom strings program;
- Working within a team of strings teachers in the classroom strings program;
- Assisting with various cocurricular ensembles such as the year 5/6 string ensemble;
- Proactively working to increase the numbers of private string students from the classroom strings program.

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.
- 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.