



POSITION TITLE:	Junior School Music Teacher
DATED:	November 2018
REPORTS TO:	Directors of Music and Head of Junior School
Prepared by:	Head of Human Resources

POSITION PURPOSE

This role involves teaching Classroom Music from ELC to Year 4 in the Junior School (McMillan House), within the IB PYP curriculum framework.

POSITION STATUS

This is a permanent full time position commencing Friday 18 January 2019, with new staff induction, or commencing at a mutually agreed date in 2019.

REPORTING RELATIONSHIPS

This position reports to the Head of Junior School in consultation with the Directors of Music.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- To prepare and deliver the Classroom Music program to the students of the Junior School from ELC to year 4, encompassing listening, creating, playing and singing. Experience in teaching a Kodaly based program would be highly regarded.
- To liaise with Junior School colleagues to develop appropriate links with the IB PYP (International Baccalaureate Primary Years Program) units of inquiry studied by the students.
- To promote and conduct the Junior School (McMillan House) choirs and the cocurricular percussion-based instrumental ensemble.
- To liaise with the Directors of Music to ensure that the Junior School curriculum and co-curriculum music programs are aligned with the year 5-12 programs to enable a strong vertical music program.
- To liaise with the Directors of Music and be a part of the Music Department across the College where appropriate. This includes preparing students for performances at Community Day Fair, the annual St Leonard's College Music Festival and Speech Night, along with any other College events.
- To work collaboratively with the Head of Strings to ensure that similar terminology and concepts are implemented for the year 3 and 4 orchestral strings program.
- To coordinate, implement and direct the annual House Music competition, the biannual Musical and the biannual Christmas Concert for the Junior School.
- To coordinate the performance schedule of music items for each Junior School assembly.
- To maintain the music equipment, materials and physical environment in an appropriate manner.
- To maintain the documentation of the music curriculum for ELC to year 4.
- Fully support the faculty goals and objectives, including attending faculty meetings.
- Support and promote a positive and caring environment for the students to learn.
- Foster a positive and successful environment for student and staff excellence.
- Any other tasks deemed appropriate.

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 PROTECTION AND SAFETY 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 Protection Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Protection and Safety Policy 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.