



St Leonard's College

Position Description

POSITION TITLE:	Music Instructor – Cello
Prepared:	February 2019
REPORTS TO:	Director of Music – Performance and Director of Music - Education
Prepared by:	Head of Human Resources

A vacancy has arisen at St Leonard's College for a contract part time cello instructor to join our professional and highly motivated instrumental staff. The successful candidate will have the ability to teach cello from beginner to advanced level. VIT registration would be highly regarded.

POSITION STATUS:

The position is for approximately two and a half days per week in term time. Required days of attendance are on Mondays and Tuesdays with other times negotiable.

This role is a contract part time position starting as soon as practical and ending Tuesday 10 December 2019.

The FTE (Full Time Equivalent) is based on the expected number of private music student lessons and involvement in ensembles, string classes and other College music activities.

This role is currently approximately FTE 0.50.

Overview of the position

The position consists of the following:

- Teaching cello to students of all ages from beginner to advanced
- Working with the Head of Strings to develop cello players from the instrumental-based classroom music program at year 3, 4, 5, 6 & 7
- Instructing and assisting in the year 3 and 4 classroom orchestral string program or other year levels as required
- Proactive involvement in the development of cello players within the extensive cocurriculum music program (including 2 Symphony Orchestras, 3 String Orchestras, 2 Musical Theatre Orchestras and a Chamber Music program)
- Preparing students where appropriate for other music ensembles
- A willingness to engage students in a variety of genres and styles in performances
- Preparing students comprehensively for AMEB music exams, annual music recitals and other performance opportunities during the year
- Proactively working to increase the numbers of quality cello students at the College
- Involvement in the St Leonard's College annual January Music Camp

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 staff provide an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

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.