



Position Title:	Music Instructor – Singing
Prepared:	May 2021
Reports to:	Directors of Music – Education and Performance
Prepared by:	Head of Human Resources

Position Purpose

The role of the Music Instructor is to act as the primary music mentor for students who elect to learn an instrument or voice in private music lessons. A Music Instructor may also participate in elements of the classroom tutoring and cocurricular music programs as either a leader or assistant.

Specific to this role

Approximately two days per week

- Teaching Voice to individual students of all ages from beginner to advanced
- To conduct or assist in the delivery of choir rehearsals. This may include responsibility for the musical direction of the St Leonard College Jazz Choir. A current choir commitment is Monday after school 3.45 to approximately 4.30pm.
- Liaising with the Head of Singing to proactively develop singers from the performance-based classroom music program at Years 5 - 7
- Involvement in the development of singers for the extensive choral program at St Leonard's College, in consultation with the Head of Singing
- Assisting to prepare students where appropriate for other music ensembles
- A willingness to engage students in a variety of genres and styles in Vocal performance
- Preparing students comprehensively for AMEB music exams where appropriate
- Proactively working to increase the numbers of quality Vocal students at the College

Position Status

Fixed Term part time, as per the individual contract of employment.

The Full Time Equivalent (FTE), stated on the individual contract, is calculated using the following elements:

private lessons, classroom tutoring, accompaniment of orchestras/ensembles, music concerts/recitals, music rehearsals, timetabling, report writing, compliance training, concert/recital organisation, staff meetings, professional learning (including music staff conference days), attendance at School events, co-curricular activities, music camps and other duties as determined by the Employer as necessary for the Music Instructor to perform the role.

It is expected that the hours of work will be within the College's normal hours of work, however the nature of the role will, at times, require your attendance at rehearsals and performances, often outside these hours.

Duties & Essential Job Functions

Task	Expectations
<p>Private Lessons</p>	<ul style="list-style-type: none"> • Provide weekly lessons The regularity of weekly lessons for students is of significant importance to the College. In cases where a music instructor is unable to fulfil their regular weekly teaching duties due to other commitments, this must be advised to, and negotiated with, the Directors of Music at the earliest possible time. • Timetabling Timetables must be prepared for terms 2, 3 and 4 before the end of the previous term so that they can be uploaded into SYNERGETIC, the College data base. Timetables for term 1 must be completed by the end of week 2 of term 1. Instructors are encouraged to use a temporary timetable for the first two weeks of term 1. All lesson times are to be submitted to the music administrator who will enter them onto SYNERGETIC. • Marking the roll Music instructors must mark their SYNERGETIC rolls as soon as possible. For lessons in the morning, the absences must be entered before 11.00am. All other absences must be completed prior to departing the College on the day of any lessons.
<p>Reporting</p>	<ul style="list-style-type: none"> • Each term the music instructor is required to write a report for each of their private music students. • When involved in classroom tutoring the music instructor will give feedback to the classroom teacher.
<p>Recitals</p>	<p>All private music students are strongly encouraged to perform at the Annual Music Recitals, and it is an expectation that music instructors are available at some stage on that day to host their students' recitals.</p>
<p>Ensembles</p>	<ul style="list-style-type: none"> • Instructor participation Instructors may be asked, and are encouraged to, lead or assist in one or more of the many ensembles that form part of the College's cocurricular ensemble program. These occur on a weekly basis during term time. • Student participation All students in years 7 to 11 who take private music lessons (other than piano students) are required to participate in a core ensemble. It is essential that each music instructor is aware of their students' ensemble involvement and counsel them carefully as to the variety of musical opportunities appropriate to them. Music Instructors must inform the Directors of Music immediately if there is a student who is not fulfilling their core ensemble requirement. These students will be given the opportunity to join a core ensemble but, should they choose not to do so, their lessons will be suspended or withdrawn.
<p>Classroom Tutoring</p>	<ul style="list-style-type: none"> • Students from years 3 to 7 participate in instrumental or choral tuition as part of their classroom music program. Music Instructors form part of this program as an instrumental or choral tutor of small groups of students. • The tutoring may take the form of accompanying individuals or small groups of students.

Other	<ul style="list-style-type: none"> • Music instructors will negotiate a learning program with each student that considers all aspects of the student's music learning. External examinations such as AMEB are encouraged. • Music instructors may be asked by the Directors of Music to participate in January Music Camp, excursions or extra concerts and performances. • Music staff must attend the annual music staff meeting held at the start of the school year in January. College identification photos will be taken during this time. • Piano Accompanying may be required by some instructors where appropriate. • Any extra hours, not including a change to the overall FTE, must be preapproved. These hours must be discussed with the Directors of Music and approved in advance of the activity. These hours are then entered into ConnX and approved by the Directors of Music.
Any other task as deemed appropriate for the role	

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.

Remuneration for any position at St Leonard's College is in accordance with the *St Leonard's College Agreement 2020*.

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 Safe 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 Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe 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.