



Position Title:	Casual Music Instructor - Trumpet
Prepared:	August 2020
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

- Teaching trumpet to students of all ages from beginner to advanced
- Liaising with the Brass Coordinator to proactively develop trumpet players from the instrumental-based classroom music program at year 5, 6 & 7
- Involvement in the development of trumpet players within the extensive orchestral program at St Leonard's College (2 Symphony Orchestras and 2 Musical Orchestras)
- Involvement in the development of trumpet players within the extensive jazz program at St Leonard's College (4 Big Bands and 2 jazz ensembles)
- Involvement in the development of trumpet players within the extensive concert band program (3 Concert Bands)
- Assisting to prepare students where appropriate for other music ensembles
- A willingness to engage students in a variety of genres and styles in trumpet performance
- Preparing students comprehensively for AMEB music exams
- Proactively working with the Brass Coordinator to increase the numbers of quality trumpet students at the College

Position Status

Casual, VMTA rates.

It is expected that the hours of work will be within the College's normal hours of work of 6.00am to 6.00pm, however the nature of the role will, at times, require your attendance at rehearsals and performances, often outside these hours.

Duties and Essential Job Functions

Music instructors at St Leonard's College will provide weekly lessons to their students. The regularity of weekly lessons for students is important 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.

Music instructors must mark their SYNERGETIC rolls as soon as possible but definitely prior to departing school on the day of any lessons.

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.

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.

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.

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.

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.

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.

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 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.