

SAXOPHONE TEACHER

POSITION DESCRIPTION

REPORTS TO	Director of Music
DIRECT REPORTS	None
KEY RELATIONSHIPS	Head of School Head of Raymond House Music Woodwind, Brass Percussion Staff
PURPOSE	The Music Program seeks to deliver a high quality and, at times, challenging musical experience for all students with performances of a consistent high standard
ENVIRONMENT	This is a permanent part time 0.6FTE to full time position.

The Music Department is integral component in the cultural life of Lowther Hall. The Music Program is steeped in tradition, highly renowned and well established. Girls take an active role in the Music Program at school in the Instrumental Program (Years 2 - 8), Private Music, and an extensive and inclusive Ensemble and Co-curricular Program featuring numerous Choirs, Orchestra, Concert Bands and smaller ensembles.

KEY AREAS OF RESPONSIBILITY

- Plan individual lessons for your students
- Work with and teach individual and/or group lessons within the school
- Arrange lesson schedules
- Teach and conduct ensembles
- Enter students for examinations
- Recruit and encourage music students at Lowther Hall
- Select and arrange suitable repertoire
- Develop your knowledge of materials and repertoire for students at different stages of their musical development
- Manage your student's individual session times for school-based music lessons and work alongside classroom teachers on music activities
- Communicate with parents/guardians in relation to their child's lessons and progress
- Prepare students for performances, examinations, auditions, concerts and festivals
- Manage the administrative tasks associated with undertaking the role of an Instrumental Music Tutor
- Be well prepared for all music lessons and rehearsals including in relation to the implementation of AMEB syllabus as required
- Understand VCE Music Study and liaise with VCE Music Study teachers where required
- Liaise and communicate with the Director of Music, Head of Junior School Music, Heads of Instrumental Departments, Administrator and Music colleagues, as well as members of the wider school community
- Assist with the annual Generations in Jazz Festival in Mt Gambier, Autumn Bands Festival and other school concerts and music events

- Assist when required at evening and weekend recitals/concerts.

Additional responsibilities

- Undertake additional ensemble rehearsals when required
- Assist with ensembles
- Arrangement of music
- Assist and contribute to the planning of public performances, workshops, the Annual Music Camp and music tours
- Attend at, assist and participate in evening and weekend concerts and performances
- Repair and maintenance of instruments
- Accompanying students
- Other duties as directed

Teaching practices

- Contribute to and participate in the overall musical life of the School and assist, where required, with the planning and conduct of music within the school community
- Establish conditions for learning that are student-centred, incorporate a diversity of approaches and promote the achievement of excellence
- Follow the curriculum, teaching and learning, and assessment and reporting policies and practices of Lowther Hall
- Implement the pastoral policies and practices of Lowther Hall in accordance with school policy
- Engage in child safe practices in accordance with the School's Child Safe policies and procedures
- Utilise appropriate technology in the teaching and learning of music
- Maintain accurate records of student attendance, student performance and progress
- Provide progress reports on individual students from time to time
- Work in a team with other tutors and teachers in the Music Department
- Monitor, record and report, both verbally and in writing, on the progress of each student
- Adhere to all school policies
- Dress and present in a professional manner that accords with the School's requirements

VALUES AND BEHAVIOURS

Category

Expected behaviours

Values

Demonstrates personal integrity and strong work ethic
Behaviour demonstrates a team approach
Is open to new ideas and opportunities

Communication

Communicates effectively, especially with adults

School standards

Always focused on the needs of the School
Always respectful of others
Adds value to the team and the School
Complies with all school policies



Business outcomes	Looks ahead and anticipates new directions Understands how teams work and utilises the skills of team members
Productivity	Self driven and displays personal effectiveness Manages stressful situations well Displays sound problem solving and decision making skills Possesses technical skills required to be proficient in the role Shows critical reflection on own work
Continuous improvement	Reviews performance data to identify areas for improvement Considers the bigger picture when thinking about a problem Understands and adjusts to change
Planning	Demonstrates organisational skills Develops project plans with clear process and outcomes

TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

- An understanding of the Lowther Hall context
- A current and appropriate VIT/WWCC registration
- An understanding of child safe standards
- Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
- Current National Criminal History Record Check
- Current anaphylaxis management qualification
- Current asthma management qualification
- Appropriate tertiary qualifications in music
- Evidence of recent work as an Instrumental Music Tutor, Music Teacher or Conductor
- Skills in applying music technology
- Familiarity with AMEB and VCE Music
- Effective communication skills with students, staff and parents
- Well-developed rehearsal time management and organisational skills
- Commitment to ongoing personal development

PERSONAL ATTRIBUTES

- Sound judgement with regards to people and situations
- Willingness to support the school values
- Organisation and attention to detail
- Time management and prioritising ability
- Initiative and resourcefulness
- Outcome focused
- Team orientation
- Kind, friendly and supportive to parents, staff and students
- Decision making within level of authority
- Flexibility and 'can do' attitude



POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. I will endeavour to model the values and behaviours of the school and follow all policies and procedures.

Incumbent Name

Incumbent Signature

Date

