



## POSITION DESCRIPTION

POSITION TITLE:	Vocal Teacher and Choir Director.
REPORTING / WORKING RELATIONSHIP:	The position reports to the Conservatorium Director. This position also works closely with the Teaching & Learning Co-ordinator, administration staff and regional school teachers.
STAFF REPORT:	Nil
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> <li>• The employee must complete the 2013 NSW Government Working with Children Check. A prospective employee must submit a verified Working with Children Check number before employment can commence. Further information may be obtained from: <a href="http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check">http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check</a></li> <li>• Teaching after-hours as required.</li> </ul>
DEVELOPED:	August 2012
LAST REVISED:	June 2018
NATURE AND SCOPE	<p>The Conservatorium promotes the study, practice, performance and knowledge of music and the performing arts at pre-tertiary level in Tamworth and the region; contributing to the enhancement of the cultural life of the regional community by providing a centre for teaching, performance and appreciation of music.</p> <p>The Conservatorium aims to provide music education of the highest quality, producing students with high self-esteem and the confidence to achieve their goals.</p>
POSITION CONTEXT	The vocal teacher/ choir director teacher is responsible to the Conservatorium Director for duties relating to effective teaching. The incumbent is expected to support the Conservatorium's aims, policies and procedures.
POSITION OBJECTIVE	The vocal teacher/choir director will provide vocal tuition across a broad range of styles from beginner to advanced levels and will also manage and direct the Conservatorium choirs.

DUTIES AND RESPONSIBILITIES	
	<ul style="list-style-type: none"> <li>• Teach individual vocal and/or small groups from beginner through to advanced levels across a broad range of styles as required, ensuring that lessons are thoroughly prepared and designed to engage and challenge students in learning.</li> <li>• Develop and direct the choral program across all levels.</li> <li>• Teach in Schools for the Conservatorium as directed.</li> <li>• Direct choirs in Schools on behalf of the Conservatorium as directed.</li> <li>• Understand and accommodate the learning needs of all students, including those with a disability or special learning need.</li> <li>• Maintain accurate records of student attendance.</li> <li>• Maintain accurate records of the teaching program and of student assessments.</li> <li>• Contribute to the development of curriculum, teaching and assessment materials.</li> <li>• Maintain a positive environment in lessons and rehearsals which is respectful of all present and fosters student learning.</li> <li>• Provide prompt and regular feedback to students on their progress.</li> <li>• Adopt appropriate assessment procedures.</li> <li>• Prepare reports for all students taught.</li> <li>• Prepare students for solo performances.</li> <li>• Prepare choirs for public performances.</li> <li>• Prepare students for examinations, where appropriate.</li> <li>• Participate in ensembles, concerts, rehearsals and other Conservatorium occasions/events as required.</li> <li>• Work collaboratively with all relevant staff members, ensuring information is communicated in an appropriate and timely manner and supports improved student learning outcomes.</li> <li>• Attend staff meetings and contribute as required.</li> <li>• Actively participate in professional learning activities in order to keep up-to-date professionally.</li> <li>• Support Conservatorium wide professional learning through the sharing of professional knowledge and practices with colleagues.</li> <li>• Maintain appropriate safety of students within the teaching studio.</li> <li>• Work safely and report any hazards in accordance with Conservatorium procedures.</li> <li>• Demonstrate a willingness to participate in educational change.</li> <li>• Actively support and promote Conservatorium policies and procedures.</li> <li>• Carry out other duties as requested by the Conservatorium Director within the skills, competency and training of the individual.</li> </ul>
Equal Employment Opportunity:	Observe principles and practices of Equal Opportunity ensuring students, staff members and the public are treated in a fair, courteous and equitable manner.
WH&S:	Ensure a safe work environment is maintained at all times.
Continuous Improvement:	<ul style="list-style-type: none"> <li>• Recognise the need to change and embrace new work approaches.</li> <li>• Offer ideas and/or advice to provide further improvements to systems.</li> </ul>

SELECTION CRITERIA	
Essential:	<ul style="list-style-type: none"> <li>• Demonstrated understanding of the principles of vocal training and the ability to employ a variety of pedagogical approaches in teaching voice.</li> <li>• Experience in the provision of vocal tuition across a broad range of styles.</li> <li>• Demonstrated high-level choral directing/conducting skills.</li> <li>• Demonstrated capacity to perform publicly.</li> <li>• Tertiary Qualifications in music and/or education and/or equivalent professional experience.</li> <li>• Demonstrated high level communication and interpersonal skills including the ability to effectively engage with staff, students, parents, school personnel and other community stakeholders.</li> <li>• Demonstrated organisational and administrative skills</li> <li>• Current Drivers Licence</li> </ul>
Desirable:	<ul style="list-style-type: none"> <li>• Keyboard accompaniment skills</li> <li>• Capacity to lead curriculum development</li> <li>• Experience and interest in teaching via video conferencing</li> <li>• Experience and understanding of NSW Board of Studies syllabus, AMEB and Trinity examination system</li> </ul>
REMUNERATION:	Appointable applicant will be employed on a casual basis, with the actual hours determined by student enrolments. This position is currently, approximately 25 hours per week (Gross income \$52,000) with strong potential for growth.
LODGING AN APPLICATION:	Applications close 17 July 2018. Applicants should submit a current curriculum vitae including two referees, covering letter and statement addressing the selection criteria. E-mail enquiries and applications to <a href="mailto:nmcgrane@thecon.com.au">nmcgrane@thecon.com.au</a>