

## Junior School Teacher Specialist – Classroom Music

<b>Position Title:</b>	Junior School Teacher Specialist – Classroom Music
<b>Reports to:</b>	Head of Junior School
<b>Department:</b>	Junior School
<b>Campus:</b>	Traralgon
<b>Conditions:</b>	Part Time – Ongoing
<b>Commencement:</b>	January 2025

The following Position Description is intended to give prospective applicants an overview of the intended position only. It is not intended to be an exhaustive summary of tasks and duties. It is expected that specific tasks and functions will change from time to time in line with the School's operational structures and programs.

### About the School

St Paul's Anglican Grammar School celebrates learning across a wealth of disciplines and encourages its students to move beyond their comfort zone to become highly capable and adaptable young people and leaders. Our students are connected to their community, have respect for themselves and others and are compassionate and principled. Inspired by strong leadership and exceptional teachers; engaged and eager to learn through broad-based rigorous education programs, a St Paul's student will find the confidence to achieve high academic and personal aspirations, whatever they may be, by pursuing their potential.

The AITSL National Professional Standards for Teachers serve as a guide for our expectations for our School Leaders and teachers. Staff at St Paul's Anglican Grammar School are expected to support the Anglican ethos of the School and be actively involved in school life including co-curricular activities.

We pride ourselves on the high quality of teaching and learning at St Paul's. All teachers are involved in Professional Learning Communities (PLC), working together to enhance students' learning outcomes and teaching skills.

St Paul's Anglican Grammar School is a multi-campus Independent School with campuses located in Warragul and Traralgon and, in the near future, Drouin. The Warragul campus is approximately 100 kilometres from Melbourne and the Traralgon Campus 175 kilometres. Our 1400 students and 240 staff across both locations enjoy beautiful grounds and facilities and are happy, supported and proud of their school, its reputation and its traditions.

### Primary Purpose

The Classroom Music Specialist Teacher is part of the Junior School Specialist Team and also liaises and works cooperatively with the Music Faculty. The Classroom Music Specialist Teacher develops an engaging program across ELC – Year 6 levels and provides a range of opportunities for Music and Performing Arts to students including an annual Junior School Musical. Reporting to the Head of Junior School, the Classroom Music Specialist Teacher ensures that curriculum documentation and assessment reflects evidence based pedagogies and current research.

Teachers of Music are expected to be specialists in their chosen disciplines and be able to establish a strong rapport with their students. They should know both the material they are teaching and how best to impart this knowledge to the students in their care. They are expected to be supportive of the School's philosophies, direction and Christian ethos and demonstrate work practices consistent with the Code of Conduct.

Teachers at St Paul's Anglican Grammar School are also expected to contribute to the development of students outside the classroom setting and, as such, are required to participate in excursions, camps and cocurricular activities. Each member of staff is also expected to carry out pastoral responsibilities in the role of teacher.

## **Position in Context**

Specialist Junior School teachers are responsible to the Head of Junior School. The Classroom Music Specialist Teacher will liaise directly with the Junior School Leadership team which includes the Deputy Head, Director of Learning and Teaching and Team Leaders. The Classroom Music Specialist Teacher will also liaise with the Music Faculty. They will be an active member of the Junior School's Professional Learning Community, other committees and working groups as required.

## **Freedom to Act / Autonomy**

Specialist teachers are expected to take initial responsibility for the management and the delivery of the curriculum in each of their classes. All specialist teachers are expected to comply with the School's Policies and Procedures and work as directed by the Principal or the Head of Junior School.

## **Major Duties and Responsibilities**

### **1. Learning & Teaching**

#### ***Curriculum, Planning & Preparation***

- Demonstrate knowledge of music curriculum content and pedagogy.
- Structure teaching programs using research evidence and best practice including high impact teaching strategies which align with the science of learning.
- Design, document and implement learning and teaching programs using detailed knowledge of the curriculum, assessment and reporting requirements.
- Contribute to a strong and effective teaching and learning environment through the writing of detailed curriculum plans, assessment and reporting documents at the direction of the Head of Junior School.

#### ***Classroom Instruction***

- Engage students in the process and enjoyment of learning through effective instruction.
- Provide lessons which are thoroughly prepared, incorporate appropriate resources and are designed to engage all students in learning.
- Demonstrate and implement teaching strategies which are responsive to the learning strengths and needs of students from diverse linguistic, cultural, religious and socio economic backgrounds.
- Develop teaching activities that incorporate differentiated strategies to meet the specific needs of students across a full range of abilities.
- Demonstrate broad knowledge and understanding of legislative requirements and teaching strategies that support participation and learning of students with disability.

## ***Assessment and Reporting***

- Develop and apply a comprehensive range of assessment strategies to assess student learning.
- Provide targeted and timely feedback to students, parents and school staff of each student's current needs in order to progress learning.
- Maintain accurate records of the teaching and learning program and of students' assessments and attendance.
- Report clearly, accurately and respectfully to students, parents/carers about student achievement.

## ***Classroom Environment***

- Establish a comfortable and respectful classroom atmosphere and environment.
- Cultivate a culture for learning and create a safe place for risk taking, encouraging students to become independent and confident learners.
- Manage routine and procedure efficiently and set a tone that is cooperative and productive.
- Effectively manage classroom behaviour with clear expectations, routines and consequences.
- Organise physical classroom space for optimal learning.

## **2. Student Wellbeing**

- Take a caring interest in the students and their welfare.
- Create and maintain appropriate professional relationships with students.
- Create a safe, productive and positive learning environment which promotes the physical, emotional, social and intellectual wellbeing of all students.
- Maintain an inclusive environment in the classroom which is respectful of all present and fosters student learning.
- Liaise with the Junior School Leadership team on a needs basis to address pastoral and wellbeing concerns.
- Monitor and report on student wellbeing in accordance with school procedures.
- Keep accurate, detailed and careful School records of meetings or discussions and ensure these are communicated and stored appropriately.
- Protect students and family's right to privacy and treat information with an appropriate level of confidentiality.
- Establish relationships with parents/carers based on courtesy, mutual trust and open communication.

## **3. Professional Learning and Development**

- Demonstrate a commitment to ongoing professional learning and continually strive to improve teaching and learning practices.
- Actively support the establishment of a culture of continuous learning and improvement by supporting change and actively promoting professional learning of colleagues.
- Participate in curriculum initiatives for St Paul's Junior School.
- Maintain awareness of current research and educational trends via membership of educational associations and professional networks.
- Actively participate in the Junior School's Peer Observation and Coaching initiatives to further develop and enhance teaching skills and knowledge.
- Be open to feedback and constructive criticism, demonstrate the ability to reflect on practice, to self analyse and be willing to learn
- Prepare and implement an annual Performance and Development Plan, using the Australian Professional Standards for Teachers and advice from Colleagues to identify and plan professional development goals and learning needs.
- Engage in the teacher appraisal processes in accordance with school procedures and timelines.

- Participate in learning, to update knowledge and practice, targeted to professional learning needs and school goals.
- Engage with colleagues to evaluate the effectiveness of teacher professional learning activities to address student learning goals.

#### **4. Co Curricular Activities**

- Take responsibility for providing lunchtime activities and/or clubs each year.
- Mentor Year 6 Performing Arts Student Leaders.
- Contribute to weekly assemblies as needed.
- Actively participate in and contribute to camps, excursions, inter house and inter school sport and any other extra and co-curricular activity which forms part of the School's program as a provider of education.

#### **5. Professional Responsibilities**

- Engage professionally with colleagues, parents and the community.
- Actively contribute to the development of a psychologically safe work environment.
- Be prepared to share, collaborate, value and support other staff in order to build a trusting, respectful and team oriented work environment.
- Establish and maintain respectful collaborative relationships with parents/carers regarding their children's learning and wellbeing.
- Promote a positive image of the School to the wider community in both personal interactions and through written communications.
- Attend and actively participate in staff meetings, briefings, committees and working groups as required.
- Attend and actively participate in Student Learning Conferences, Parent Teacher Interviews, Support Group Meetings and parent meetings as requested from time to time.
- Attend and actively participate in Open Days, Information Sessions, Music Soirees and Performances, Drama Productions and special events in support of the students as required.
- Undertake rostered supervisory duties outside the classroom and exercise responsibility for the welfare of students.
- To provide written articles for the Junior School newsletter, School Magazine – Perspectives, website and MyStPauls regarding learning and teaching as required.
- Be familiar with all School Policies, relating to workplace and education as outlined in the Staff Handbook and posted on MyStPauls.
- Maintain high ethical standards. Operate within the VIT and School's Staff Code of Conduct and support the School, its values, goals and strategic priorities.
- Understand the implications and comply with legislative, administrative, organisational and professional requirements, policies and procedures.

#### **6. Child Protection**

St Paul's Anglican Grammar School takes the issue of Child Protection very seriously. The following is an outline of the responsibilities for Teachers at the School with regard to Child Protection.

- Teachers are responsible for understanding and applying the School's child safety policies and procedures including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the School's staff student boundaries.
- Teachers must also be aware of issues relating to Aboriginal, cultural and linguistic diversity or disability, among students with whom they will have direct contact, and in addressing child protection teaching and disclosures.

- Teachers must complete the St Paul's Anglican Grammar School Child Protection Training within the first two weeks of employment at the School.

## 7. Occupational Health & Safety

All employees are responsible for their own safety behaviour and adherence to safe work practices is a condition of employment. Employees are required to observe all safety regulations and procedures.

All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others.
- Maintain a safe and healthy environment and report any hazards in accordance with school procedures.
- Cooperating with measures introduced in the interest of workplace health and safety.
- Undertaking any training provided in relation to OH&S.
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager, Head of School or Maintenance Manager.
- Correctly using any information, training, personal protective equipment and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Undertaking only those tasks for which they have authorisation and/or the necessary training and for which all necessary safety arrangements are in place.

## CHILD SAFETY STATEMENT

St Paul's is a child safe employer and is committed to the welfare of children and their protection. The School has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct. St Paul's performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

St Paul's has zero tolerance of racism and it is an expectation that staff and volunteers will act on incidents of racism. It is also an expectation of the School that all staff and volunteers will support children to express their culture and enjoy their cultural rights.

St Paul's is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

## Intellectual Rights

In accepting this offer of employment, you:

- presently assign to the School all existing and future Intellectual Property Rights (defined below) in all inventions, models, designs, drawings, plans, software, reports, proposals and other materials created, generated or developed by you (whether alone or with the School or with other employees, agents or contractors of the School), during the hours of work or otherwise, for use by the School;

# POSITION DESCRIPTION

- acknowledge that by virtue of this paragraph all such existing rights are vested in the School, and, on their creation, all such future rights will vest in the School;
- agree that you will do all things reasonably requested by the School to enable it to assure further the Intellectual Property Rights assigned under this contract of employment;
- agree that you will not use, copy or reproduce any of the intellectual property of the School other than for the purpose of your employment or as approved in writing by the School;
- voluntarily and unconditionally consent to all or any acts or omissions by the School (or persons authorised by the School) in relation to any and all works made by you (whether before or after this consent is given) during your employment which would otherwise infringe your Moral Rights.

**Intellectual Property Rights:** all intellectual property rights including, without limitation, patents, significant copyright works, registered designs, trademarks (both registered and unregistered), business and trading names, and the right to have confidential information kept confidential.

**Moral Rights:** in relation to any copyright works that you may author in the course of your employment with the School, the right of attribution, the right to prevent false attribution, and the right of integrity.

## Key Contacts

- Head of Junior School
- Deputy Head of Junior School
- Director of Learning & Teaching
- Parents
- Students
- Junior School Teachers and Staff

## Conditions of Employment

This is a position of Classroom Music Specialist Teacher with general conditions being covered by the existing St Paul's Anglican School Certified EBA 2023 – 2027. Salary will be commensurate with years of teaching and experience. The role is subject to a six-month probationary period.

## Hours of Work

Hours worked will be 8.30 am to 5.00 pm, with evening meetings as required.

## Applications

An expression of interest should address the following:

- Ability to develop and deliver an engaging Music and Performing Arts program for ELC – Year 6 students.
- Understanding of evidence based pedagogies for Music and learning.
- Ability to establish effective relationships with colleagues and parents and partnerships within the wider community.
- Ability to support others to reflect on their practice and provide support in working towards the Junior School's 'School Improvement Plan' goals.
- Sound organisational and procedural work habits.
- High standards of personal integrity and professionalism.

Emailed to [hr@stpaulsags.vic.edu.au](mailto:hr@stpaulsags.vic.edu.au).

For further information and a confidential discussion about this role please contact Ann Wilson, Human Resources Manager on 5622 6160 prior to the closing date.