

HEAD OF INSTRUMENT

JOB DESCRIPTION

The Head of Woodwind is responsible for overseeing the woodwind program across the Junior, Middle and Senior Schools. This includes managing and developing the relevant ensemble/s and providing support to the Music Administrator.

Responsible to: Head of Music

Main Duties:

Head of Instrument

- Co-ordinate staff within your instrument group
- Allocate school owned and hire instruments to students
- Prepare budget requests for relevant instrument program

Ensembles

- Co-ordinate and direct ensemble rehearsals, in particular Concert Bands and Jazz Bands
- Select and arrange music and instrumental parts as required
- Prepare music for College events and concerts
- Organise student performances for Junior School, Middle School and Senior School assemblies

Timetabling of music lessons

- Create and distribute teaching lists and timetables for their relevant visiting music staff
- Allocate rooms for their relevant instrumental music lessons
- Distribute their relevant Junior and Middle School instrumental schedules to Junior School and Middle School Teachers
- Create and maintain an up to date register of each relevant instrumental music class using Synergetic
- Manage the online timetabling of relevant instrumental lessons.

Pays and charges

- Support the Music Administrator in collating the hours of visiting music staff
- Collate, edit and input visiting music staff reports
- Support the Music Administrator in charging student accounts for music lessons, instrument hire and sundry charges

Communication

- Respond to any specific enquiries forwarded by the Music Administrator regarding the Woodwind Programme
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- Work with the Music Administrator to inform parents of student and teacher absences from music lessons and ensembles
- Communicate with parents, students and visiting music staff as required
- Work with the Music Administrator to create bulk emails to visiting woodwind teachers, students and parents
- Create and maintain a current register of all co-curricular music ensembles in Synergetic
- Work cohesively with the Music Administrator on the administration of the department

Musical equipment and library

- Order sheet music and other musical equipment from local and overseas suppliers
- Oversee relevant instrument repairs with assistance from the Music Administrator
- Support the Music Administrator to create and maintain their relevant asset register
- Catalogue and stamp new texts assisted by the Music Administrator
- Photocopy music for ensemble directors as required
- Issue and return of music texts as required

Other duties

- Support music staff for set-up and pack-up of equipment & staging for concerts and assemblies
- Attend combined symphony orchestra rehearsals as required
- Liaise with PSO regarding their use of school facilities & equipment
- Co-ordinate student excursions, incursions and tours
- Liaise with colleagues regarding various music programs and logistics

Skills and abilities required:

- Ability to build trusting relationships with boys, parents, peers and other staff
- Excellent manner in dealing with staff, students, parents and general public
- Ability to use Synergetic (school database)
- Ability to work as part of a team and independently
- Ability to work under pressure and to deadlines
- Punctual and flexible, with good time management skills
- Ability to prioritise
- Ability to maintain confidentiality
- Ability to show initiative and to be proactive
- Ability to represent the school at a professional level
- A passion for your instrument and performance

Qualifications

- Bachelor's Degree or higher tertiary qualification with a Diploma of Education or Bachelor of Education
- Registration with the Teacher Registration Board of Western Australia

General Conditions

As per the Scotch College Teachers Enterprise Agreement

INSTRUMENTAL MUSIC TUTOR

JOB DESCRIPTION

An Instrumental Music Teacher at Scotch College inspires, enthuses, excites, guides, enlivens, and motivates students through the study, practice and performance of music in a social setting.

Responsible to: Head of Music

Main Duties:

Teach your instrument(s) to either individuals or small groups from Years 1 – 12

- Create an environment of active and genuine learning by employing a range of teaching strategies that meet the needs of all students.
- Monitor each student's progress and keep the student and parents informed of progress through the use of the Music Practice Journal and other communication methods.
- Keep accurate records of achievement and attendance in order to provide meaningful reports and parent communications as required.
- Maintain your instrumental area by; regularly checking equipment and your teaching area for possible damage, updating asset records, obtaining quotes for repair and keeping in regular communication with the Head of Music, Head of Instrument Area and the Music Administrator.

Participate in the School's co-curricular ensemble programme

- Prepare your instrumental students either as soloists or ensemble members for the various performances that occur throughout the year.
- Assist in rehearsals and sectionals, or take the responsibility and direction of your own ensemble(s)

Maintain your own skill and knowledge in Music, teaching and your instrument(s)

- Actively pursue the development and improvement of your instrumental area by accessing and implementing up to date teaching methods and curriculum tools
- Utilise Information and Learning Technologies as appropriate to your instrument(s)
- Seeking regular professional development opportunities such as attending appropriate seminars and courses
- Participate in subject or area association meetings as appropriate and maintain relationships with professional associations (e.g. Curriculum Council, AISWA)
- Participate in Scotch College professional development programmes and participate in the development and evaluation of curriculum, programmes and resources for the implementation of the curriculum.

Skills and abilities required:

- Previous conducting/directing skills are desirable
- Ability to deliver engaging instrumental lessons that stimulate and educate students