



Position Description

Position:	Voice Teacher (casual)
Appointed by:	The Principal
Responsible to:	The Director of Performing Arts
Location:	All Campuses

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All employees at Gippsland Grammar are required to:

- Support and adhere to the School's Child Protection Program, including the Child Protection and Safety Policy, Child Protection Staff Code of Conduct, Make a Report Procedure and associated policies and procedures.
- Attend and take part in child protection training including the completion of online modules on the detection and reporting of child abuse.
- Report cases of suspected child abuse in accordance with School policy (including the Make a Report Procedure) and legal obligation.

Position Overview

Gippsland Grammar has an enviable music reputation amongst regional independent schools and highly values the importance and impact of the Performing Arts within the School's curricular and co-curricular programs. The Head of Choral and Voice will be responsible for overseeing the development of the School's thriving Choral program and providing vocal tuition across three campuses, working collaboratively with the Director of Performing Arts and the School's energetic team of classroom teachers and instrumental staff.

This casual position sits within the Music Department, which consists of over twenty talented staff who inspire our students. The School aims to provide an enjoyable and engaging musical experience for everyone through a broad curriculum, instrumental lessons, ensembles program and extra-curricular activities. Performance is central to the music program where all the students are offered opportunities to give a variety of performances from instrumental and choral to compositions and arrangements.

Requirements, Duties and Responsibilities

1 Professional Responsibilities

- (a) Work collaboratively as a member of the Music team to ensure best possible outcomes for students/staff/School
- (b) Actively engage in professional development activities and contribute to improved professional skills, pastoral skills and knowledge
- (c) Actively engage in Team and Staff meetings
- (d) Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.
- (e) Adhere to and abide by the expectations set out in the School's policies and procedures, including Gippsland Grammar's Guidelines for Professional Behaviour
- (f) Adhere to Occupational Health & Safety policies and procedures

2 Child Safety

- (a) Knowledge, understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 870 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- (b) Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- (c) Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- (d) Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- (e) Complete annual training in Child Safety as required.

3 Pastoral

- a. This position includes duties associated with a support staff role, including demonstrated empathy and skills in providing pastoral support to students within the pastoral care framework.

4 Co-curricular

- (f) Be routinely involved in the co-curricular program, which may include activities that extend beyond the 'normal' school day.

3 Job specific responsibilities

- (a) Prepare for and teach one to one voice lessons utilizing innovative methods to produce high quality performances. These lessons may be during and after school hours
- (b) Inspire, connect and engage through music
- (c) Utilise appropriate technology in the teaching and learning of music

- (d) Maintain accurate records of student's attendance, student performance and progress
- (e) Work collaboratively with other teachers in the Music School
- (f) Maintain student attendance, assessment and reporting as outlined in School policies
- (g) Attend all staff meetings and compliance obligations with the School's annual meeting and compliance program.
- (h) Regular meetings with the Director of Performing Arts and the Music Department as required. Other duties as required from time to time by the Director of Performing Arts.
- (i) Where requested:
 - conduct School's Choral groups, utilising an extensive and suitable repertoire
 - participate in rehearsals, musicals, concerts and the annual music camp

Statement of Commitment to Child Safety

Creating and maintaining a student safe culture requires input from the entire School community. Our aim, is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners, but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity, and embrace a growth mindset, through classroom experiences, and in our approach to academic care, practices policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Child Protection and Safety Policy (a copy of which is available on the School's website).

If applying for a position, please note that Gippsland Grammar is a child safe environment. Every child has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety (including child abuse and reportable conduct).

As such, preferred applicants will be subject to child protection screening, background and reference checks, verification of identity checks and must adhere to the School's child safe practices, as outlined in the Child Protection Program policies on the School's website.

Key Selection Criteria

Qualifications

- a. Current and valid employee level Working with Children Check (**WWCC**).
- b. Bachelor's degree or tertiary qualification in music.
- c. Exhibit personal behaviour reflective of the Anglican ethos of the School, and which aligns with the School's Vision, Mission and Values.

Essential Criteria

- a. Highly developed skills and experience as a vocal teacher and choral conductor
- b. Appropriate examination levels in both practical and music theory in both classical and popular styles
- c. Experience in and knowledge of AMEB and VCE syllabus and repertoire
- d. Excellent communication and relational skills, providing the ability to relate to students from ELC through to VCE
- e. Success in fostering a love of music learning and commitment to excellence
- f. Ability to work with children with additional needs
- g. Demonstrated empathy and skills in providing pastoral support to children.
- h. Professional memberships in the music sector.

This Position Description is a guide only, and is not intended to be an exhaustive or exclusive list of duties for this position.