



Position Description

Private Vocal Specialist Instructor

OMNIA SUPERAT DILIGENTIA

DILIGENCE OVERCOMES ALL

OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

Our Vision

Ipswich Girls' and Junior Grammar School's vision is to be the destination school where globally conscious students lead with grit and grace.

Our Purpose

Opening doors for a brilliant future.

Our Goals

World Ready: We co-create global learning adventures with our students so that they love to learn for life, and lead with grit and grace.

Future Focused: We nurture an adaptive, collaborative workforce that advances the staff community and the educational experience they deliver.

True Belonging: We share and celebrate our heritage, diversity, and inclusivity to strengthen our connections and community.

Destination School: We leverage our unique place and space as a premier destination for learning and work.

New Momentum: We continue our legacy by making smart, resilient investments in our future.

Our Values

- **Diligence** - Digging deep and using grit to get the job done.
- **Excellence** - Committing to be brilliant together.
- **Respect** - Valuing diversity and embracing the uniqueness of everyone.
- **Integrity** - Finding the courage to do what is right.
- **Care** - Showing kindness, compassion and grace for people and place.

Location

Address: 82 Chermside Road
EAST IPSWICH QLD 4305
Telephone: +61 7 3454 4447
Email: principal@iggs.qld.edu.au
Website: <http://www.iggs.qld.edu.au>

THE ROLE	
Position Title:	Private Vocal Specialist Instructor
Department:	Co-curricular Arts
Reports to:	Director of Co-curricular Arts
Location:	Ipswich Girls' Grammar School including Ipswich Junior Grammar School
Classification:	Professional Member rate as set by the Queensland Music Teachers' Association
Hours:	Weekly group and individual tuition lessons

Your Opportunity

The role of Private Vocal Specialist Instructor exists to provide vocal tuition (private individual and/or group) to students at the School.

As the Vocal Specialist Instructor, you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School.
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School in the school and wider communities.
- Attend staff development and training programs when and if appropriate.
- Comply with work health and safety responsibilities detailed in the safety management system and comply with the School's policies, including Staff Code of Conduct.

Typical Duties/Skills

- Prepare and deliver music tuition in the area of speciality.
- Monitor, evaluate and report on student progress and maintain accurate records of student progress.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.
- Can sit and stand for long periods of time as well as the physical movements associated with the role, and other related duties.

Your Role

Core responsibilities of a Vocal Specialist Instructor:

- Preparation and delivery of vocal tuition within the frameworks in place in the School
- Monitoring, evaluating, and reporting on student progress.
- Maintaining accurate records of student progress
- Fostering a supportive Co-curricular Music climate which enhances student growth and confidence.
- Attendance at Co-curricular Arts meetings and other scheduled meetings as required.
- Attendance at music performances both within the school and wider community
- Preparation of students for music presentations throughout the year e.g. Assemblies, Open Day, Stage Performances, and Eisteddfods as well as various performances in the wider community.
- Maintaining and processing school musical equipment and repertoire
- Maintaining up-to-date Public Liability insurance and providing appropriate documentation for school records annually

Key qualities of a Vocal Specialist Teacher

- Willingness to support the values and aims of the School.
- Ability to promote an environment of dynamic, active, and challenging learning within the Co-curricular Arts program at this school, in particular the Vocal Department and associated Choirs.
- Willingness to support quality Co-curricular Arts program development.
- Fulfil, in a professional manner, the tasks assigned by the Director of Co-curricular Arts.
- Assist in the preparation and submission of Music Pocket recommendations to the Director of Co-curricular Arts.

- Be creative, innovative, and always aware of new trends in vocal teaching and programs.
- Ability to develop effective working relationships and rapport with students and staff, upholding the shared vision of the Performing Arts Department
- Ability to develop confidence and self-esteem in students and to act as a role model in presentation, action, and communication.
- Ability to use a wide range of teaching strategies to cater for diverse student music learning needs and to effectively monitor student progress.
- Ability to work collaboratively with colleagues and to communicate effectively with students, parents/guardians, and all school personnel.
- Willingness to support the development of the annual performance calendar including school and wider community performances.
- Willingness to participate in Co-curricular and curriculum music activities of the school.
- Excellent organisational skills
- Willingness and ability to use technology for teaching and communication.

Specific attributes

- Expertise in teaching voice/singing within individual and/or group learning environments from beginner to advanced levels.
- Expertise in and an ability to incorporate musical theatre, jazz, contemporary and classical skills, and techniques into individual student development.
- Expertise in developing, implementing, and sourcing suitable repertoire for students ranging in ability.
- Support and assist the development and implementation of the school's evolving Co-curricular Arts Program

Specific Skills

- Management of private individual and/or group learning environments
- Ability to implement a developmental and sequential vocal/singing tuition program
- Knowledge of teaching other instruments would be advantageous

Occupational Health and Safety

All staff members employed at the School will be required to:

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner - safe for the individual, co-worker, and students
- Ensure at all times that you work in compliance with all laws, acts, regulations, and policies outlined in all policies, manuals and handbooks, as updated from time to time
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner
- When required or directed by the School, participate in any health and safety training.

Formal Qualifications

- Teaching and/or Performance qualifications in voice/singing from a recognised university or college.

Essential Requirements

- Eligibility for blue card and/or registration with the Queensland College of Teachers

How you will be assessed

Outlined below are the criteria that will be considered in the appointment of a Vocal Specialist Instructor:

1. Demonstrated skills and experience in teaching voice/singing to students in private individual and/or group situations.
2. Capacity to integrate technology into effective Co-curricular teaching practice.
3. Ability to plan and deliver engaging lessons that maximise learning outcomes for students with diverse learning needs, musical interests, and varying levels of musical ability.
4. Demonstrate highly effective communication skills in both speaking and writing, and highly developed interpersonal, and human-relations skills in the context of relating to staff, students and parents/guardians.
5. Demonstrate an ability to work collaboratively and be an effective team member.

Candidates are required to demonstrate the context in, and degree to which, they currently, or potentially, can meet these criteria.

Blue Card

Applicants must be the holder of a Working with Children Suitability Card (Blue Card). Blue Card Services have introduced a 'No Card, No Start' policy which means all employees must hold a current, valid paid employee Blue Card prior to commencing work. **You must not sign an application form if you are a disqualified person.** Further information and relevant application forms are available on the Blue Card Services website www.qld.gov.au/bluecard.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, that match with the skills required for the role. The Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

Authorisation

I hereby agree that this Position Description accurately reflects my work requirements.