



POSITION DESCRIPTION

Instrumental Music Specialist - Trumpet

POSITION OBJECTIVES

To provide small group and individual trumpet lessons from beginner to VCE and ensemble direction as part of College's co-curricular program.

KEY RESPONSIBILITIES

St Kevin's College	- Embrace and enhance the position of the College as a leading provider of education - Exercise discretion and confidentiality in regards to information - Establish and maintain a supportive school environment - Have a broad knowledge of the life of the College, detailed awareness of individual boys and a willingness to give of oneself rather than simply giving of one's time
Instrumental music co-curricular program (trumpet)	- Tutoring small groups and individuals from beginner to VCE and ensemble direction. - Play a key role in the teaching of trumpet students across the College - Prepare and present students for recitals, competitions, Master Classes, AMEB examinations, VCE examinations and tertiary entrance auditions where applicable. - Organise, co-ordinate and supervise AMEB rehearsals and examinations - Conduct concert bands and jazz ensembles as requested - Develop a positive relationship with all students, from all levels throughout the College which will engender a willingness to participate in our extensive music co-curricular program - Assist at concerts, recitals, workshops and music camps if required - Maintain regular communication with parents regarding the progress of students - Liaise scheduled rehearsals with students, accompanists and parents in a clear manner - Be responsible for writing reports and other administrative duties as required - Meet regularly with the Head of Music to review students' progress and other relevant matters - Attend Music Department Staff Meetings upon request
Relationship Management	- Foster quality relationships with students, staff and parents - Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives - Provide prompt, accurate and professional responses to students, staff and parents
Child Safety	- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety - Assist in the provision of a child-safe environment for students - Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional development	- Commit to ongoing professional development in your area of work - Be open to researching areas of interest relevant to directions provided in the school's strategic plan - Continue development of ICT skills as technologies evolve - Be an active member of a relevant professional association

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KEY RESPONSIBILITIES

General Duties

- Abide by the EREA Code of Conduct
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Attend school meetings, conferences and after school services/assemblies, sporting events, Mass, community and faith days as required by the Principal
- Assist with yard duties as required
- Other duties as directed by the Principal
- The College reserves the right to alter this position description as required to reflect emerging priorities

SELECTION CRITERIA

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission
- A demonstrated understanding of the mission and vision of the College

Commitment to Child Safety

- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Be a suitable person to engage in child-connected work
- Must hold VIT or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check

Education and Experience

Essential:

- Hold a music education or tertiary music degree
- Familiar with the AMEB and VCE syllabi
- Ability to teach a balanced curriculum of Classical, Jazz and Improvisation.
- Excellent performance skills gained through training or experience

Desirable other:

- VIT registration

Skills and Attributes

- Possess a dynamic and excellent manner with the ability to relate well to students from beginner to VCE and students of all abilities
- Ability to identify priorities, work within timeframes and meet deadlines
- Ability to work effectively both autonomously and in a team environment
- Organisation skills, including appropriate record keeping and assessment
- An energetic, passionate, experienced and inspirational music educator

Position Description Approved (date): February 2021

Position Reports to: Head of Music

St Kevin’s College
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