



# POSITION DESCRIPTION

## Instrumental Music Specialist – Flute

### POSITION OBJECTIVES

To provide small group and individual flute lessons from beginner to VCE as part of College's co-curricular program and to direct flute ensembles.

### KEY RESPONSIBILITIES

<b>St Kevin's College</b>	<ul style="list-style-type: none"> <li>• Embrace and enhance the position of the College as a leading provider of education</li> <li>• Exercise discretion and confidentiality in regards to information</li> <li>• Establish and maintain a supportive school environment</li> <li>• 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</li> </ul>
<b>Instrumental music co-curricular program (Flute)</b>	<ul style="list-style-type: none"> <li>• Tutoring small groups and individuals from beginner to VCE</li> <li>• Direct flute ensembles and assist with the ensemble program across the College</li> <li>• Play a key role in the teaching of the flute to students across the College</li> <li>• Prepare and present students for recitals, competitions, master classes, AMEB examinations and VCE examinations</li> <li>• 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</li> <li>• Maintain regular communication with parents regarding the progress of students</li> <li>• Liaise scheduled rehearsals with students, accompanists and parents in a clear manner</li> <li>• Be responsible for writing reports and other administrative duties as required</li> <li>• Meet regularly with the Woodwind Co-ordinator and Head of Instrumental Music to review students' progress and other relevant matters</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Foster quality relationships with students, staff and parents</li> <li>• Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives</li> <li>• Provide prompt, accurate and professional responses to students, staff and parents</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Assist in the provision of a child-safe environment for students</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development in your area of work</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan</li> <li>• Continue development of ICT skills as technologies evolve</li> <li>• Be an active member of a relevant professional association</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Abide by the St Kevin's College Code of Conduct</li> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>• Other duties as directed by the Dean of Music and Principal</li> </ul>

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## KEY RESPONSIBILITIES

- The College reserves the right to alter this position description as required to reflect emerging priorities

## SELECTION CRITERIA

<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"><li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li><li>• A demonstrated understanding of the mission and vision of the College</li></ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"><li>• A demonstrated understanding of child safety</li><li>• A demonstrated understanding of appropriate behaviours when engaging with children</li><li>• Be a suitable person to engage in child-connected work</li><li>• 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</li></ul>
<b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Hold a music education or tertiary music degree majoring in flute</li><li>• Familiar with the AMEB and VCE syllabi</li><li>• Excellent performance skills gained through training or experience</li><li>• Experience in teaching flute from Years 5-12</li><li>• Demonstrated proficiency in ensemble direction</li></ul> <p><b>Desirable other:</b></p> <ul style="list-style-type: none"><li>• VIT registration</li></ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"><li>• Possess a dynamic and excellent manner with the ability to relate well to students from beginner to VCE and students of all abilities</li><li>• Ability to identify priorities, work within timeframes and meet deadlines</li><li>• Ability to work effectively both autonomously and in a team environment</li><li>• Organisation skills, including appropriate record keeping and assessment</li><li>• An energetic, passionate, experienced and inspirational music educator</li></ul>

**Position Description Approved (date):** October 2024

**Position Reports to:** Dean of Music