

Position Description

Position Title	Upper Primary and Junior High String Coordinator
Department	Cocurricular Music
Reports To	Co-Directors of Cocurricular Music
Immediate Supervisor	HOD Strings
Primary Purpose of the Role	<p>The Upper Primary and Junior High String Coordinator will work collaboratively with the Head of Strings and Lower Primary String Coordinator to optimise the involvement and progression of string teaching and learning within the Upper Primary and Junior High space.</p> <p>The incumbent is particularly responsible for creating an engaging, inclusive and progressive environment, management of string ensembles and teaching of violin and viola within, but not limited to, the Upper Primary and Junior High areas.</p>
Key Accountabilities	<ol style="list-style-type: none"> 1. Strategic planning for the Upper Primary and Junior High String Orchestra Program into the future, in consultation with the Head of Strings whilst respecting the tradition and history of the program. <ul style="list-style-type: none"> • Maintenance and further development of a full and sequential strings program accessible to all students interested in music for strings across the College, with particular focus in the Upper Primary and Junior High areas. • Proposal and implementation of calendar opportunities for the Upper Primary and Junior High String Program which involve the ensembles and individual students in a wide variety of appropriate types of performance opportunities. • Assist in the planning, organisation and implementation of collaborative performances and events. • Report on a regular basis to the Head of Strings on the progress of the Upper Primary and Junior High String program and the students in the program. • Assist the Head of Strings with the regular planning and implementation of international and regional tours for the wider String Department. 2. Direction of Ensembles within the Strings and Orchestra Program, predominantly, but not limited to, the Upper Primary and Junior High area. <ul style="list-style-type: none"> • Develop and promote a high level of appropriate ensemble etiquette that aims to create an engaging and efficient rehearsal environment. • Through appropriate repertoire choice, encourage students to appreciate, understand and perform a wide range of musical styles and genres. • Work closely with students in each ensemble, encouraging and guiding them in their musical development. • Keep accurate records of student involvement and attendance. • Prepare ensembles and conduct performances as planned in the music calendar. • Clearly communicate ensemble expectations and performance details to parents and students. • Audition students for positions within the Strings Program in conjunction with other strings staff as appropriate

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	<ul style="list-style-type: none"> • Monitor the progress of students who mentor within the Upper Primary and Junior High String program. <p>3. Teach Upper Strings students, with particular focus on area of instrument speciality</p> <ul style="list-style-type: none"> • Provide individually planned lessons which encourage students to develop ownership and become independent learners. • Plan and use appropriate instructional learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of each student. • Create a supportive and nurturing environment that develops the physical, social, and emotional needs of each student. • Communicate appropriately and effectively with parents/caregivers regarding student progress. • Maintain accurate tuition billing schedules and records of student lesson attendance. • Construct lesson timetables which implement the College’s policy on lesson rotations. <p>4. General responsibilities</p> <ul style="list-style-type: none"> • Maintain an efficient and accurate system for the College string instrument hire program. • Encourage, organise and instruct chamber music groups and create performance opportunities as appropriate. • Involvement within the Year 5 MEBS program as directed by the Head of Strings. • Create student classes that focus on identified string technique issues within the Upper Primary and Junior High area. Eg. Vibrato, bowing, aural, improvisation. • Attend and support Music Department concerts. • Attend relevant professional development activities to further develop skills and knowledge. • Liaise with parents, students and staff from the College community • Other duties as requested by the Head of Strings or Co-Directors of Cocurricular Music <p>5. All employees are responsible for contributing to the College’s strategic and operational outcomes and upholding standards of behaviour</p> <ul style="list-style-type: none"> • Respect and uphold our Mission of “Excellence in Christian Co-Education” and our Christian Ethos: <ul style="list-style-type: none"> ○ Demonstrates respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required. ○ Demonstrates four professional behaviours of trust, accountability, unconditional positive regard, open feedback and communication. • Uphold Code of Conduct and Valuing Safe Communities standards. • Health and Safety:
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	<ul style="list-style-type: none"> ○ take reasonable measures to protect their own health and safety and others. ○ follow all reasonable Health and Safety policies, guidelines and directions. ○ if in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources, information and training available to their team members. ● Understand and uphold standards in policies and other reasonable directions as directed. ● Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement. ● Actively and effectively participates in reasonable directions provided.
<p>Selection Criteria</p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>SC1 – Qualifications</p> <ul style="list-style-type: none"> ○ Minimum of graduate qualifications in Music. ○ Minimum standard AMusA or equivalent in Performance. ○ Minimum of five years ensemble direction and string teaching (violin, viola) experience with proven successful student outcomes. <p>SC2 - Ensemble direction</p> <ul style="list-style-type: none"> ○ Strong desire to develop and maintain a string program with a focus on creating an engaging and inclusive culture. ○ Ability to adapt and show initiative in creating a unique and interactive rehearsal culture. ○ Thorough knowledge of ensemble repertoire and ability to selection works, which reflect the current need for ensemble growth and development. ○ Demonstrated high level of communicative conducting skills. ○ Extensive and broad ensemble experience. ○ Strong organisational and administrative ability with demonstrated critical analysis and problem-solving skills. ○ Effective student management skills. <p>SC3 - String Teaching and Pedagogy</p> <ul style="list-style-type: none"> ○ Demonstrated ability as an exemplary string teacher and ensemble director with proven record of success. ○ Knowledge and experience of integrating ICT into the delivery of music lessons at all levels. ○ Full understanding of the AMEB/Trinity syllabus. <p>SC4 - Personal Characteristics</p> <ul style="list-style-type: none"> ○ Ability to work collaboratively and develop a positive rapport with other members of the music staff, college community, parents and students.

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	<ul style="list-style-type: none"> ○ Ability to always demonstrate professionalism and discretion in relation to confidential school matters. ○ High level of written and verbal communication skills. ○ Demonstrated enthusiasm, initiative and keen interest to promote the Music Department with particular focus on the String Program to students, parents and the wider community. <p>All employees</p> <p>SC-E1 - Personal capabilities</p> <ul style="list-style-type: none"> ○ Demonstrated ability to exemplify care, dignity and respect, delivered through high personal accountability for professional workplace conduct. ○ Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College’s strategic and operational objectives and values. <p>SC-E2 – Christian Ethos</p> <ul style="list-style-type: none"> ○ An understanding of respect and demonstrable support for, the College’s Christian ethos.
<p>Terms and Conditions</p>	<p>Hours of Duty – Full time</p> <p>Salary – To be negotiated with the successful applicant dependent on qualifications and experience.</p> <p>Tenure – Permanent</p> <p>Terms – Terms and conditions as per the <i>Queensland Lutheran Schools Single Enterprise Agreement 2020</i>.</p> <p>Please note the College reserves the right to alter this position description based on strategic and operational needs.</p>
<p>Location</p>	<p>St Peters Lutheran College – Indooroopilly 66 Harts Road INDOOROOPIILLY QLD 4068</p> <p>All employees may be required to travel to different locations to fulfil the requirements of their position.</p>

<p>Professional Behaviours</p>	<p>All employees of St Peters are expected to model and act in accordance with the Professional Behaviours commonly associated with the Teaching Profession and adhere to Professional Boundaries at all times.</p> <p>Applicants are expected to respect and uphold the College’s Mission of “Excellence in Christian Co-Education”, support the Christian ethos of St Peters Lutheran College and demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p> <p>Uphold Code of Conduct and Valuing Safe Communities standards</p>
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Child Protection	All employees of St Peters are required to familiarise themselves with and adhere to the College's Child Protection Policy and Procedures, and complete annual Child Safety Training.
Health & Safety	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> , and take the responsibility to maintain currency with these.
Compliance Requirements	<p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
Other relevant information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>

Further information about St Peters can be found at www.stpeters.qld.edu.au