



Vocal Instructor

Reports to	Deputy Principal
Classification	Level C-5.2, Southern Cross Grammar Enterprise Agreement 2023
FTE	0.4, Term time only

Purpose of the Role

The key purpose of this role is to provide vocal instruction to students at Southern Cross Grammar.

Key Aspects of the Role

- Plan and deliver high quality vocal instruction to students across a range of year levels and abilities
- Arrange lesson schedules
- Manage the administrative tasks associated with undertaking the role of a Vocal Instructor
- Prepare students for performances at key school events including music recitals, concerts, presentation evenings, auditions and assemblies
- Facilitate external music examinations as required
- Contribute to and participate in the overall musical life of the school, and assist where required with the planning and conduct of music activities within the school community
- Maintain accurate records of student attendance, performances and progress
- Proactively recruit and actively maintain student enrolments across the school with a focus on technical development of a vocalist
- Establish and run vocal ensembles including an auditioned Chamber Vocal ensemble
- Assist and contribute to the planning of public performances, workshops and camps
- Attend non-student days such as school planning and professional development days.

Student Care

- Encourage a positive environment, where achievements are celebrated, each student feels valued, and a sense of belonging and connectedness is created for all
- Model authentic and meaningful conversations with members of our community adopting a restorative approach in addressing issues of conflict as required
- Collaborate with Heads of Year Level, Head of Learning Enhancement and Diversity, Student Counsellor and other teachers to ensure the support of students with additional needs and/or at-risk students.

Communication and Connection

- Form strong collaborative relationships with students, colleagues, parents and the broader school community focused on student learning, agency, wellbeing and engagement
- Regularly communicate with parents/guardians to assist them in supporting their child's academic growth and wellbeing
- Work closely with colleagues in the provision of a challenging, balanced, relevant and differentiated curriculum for students across programs
- Actively build professional networks with key external partners and professional associations



Key Working Relationships

- Principal and Executive Team
- Head of Music
- Staff, Students and School Community
- External agencies as required

Key Capabilities

- Familiarity with AMEB and VCE music curricula
- Effective communication skills with students, parents and staff
- Well-developed rehearsal time management and organisational skills
- Confident in working autonomously and in a team setting to produce quality outcomes for students.
- Clear sense of initiative and personal accountability
- Experience working in teams and the capacity to develop co-operative working relationships which promote excellence in teaching and learning
- High level written and verbal communication skills
- Confident Performance skills
- Keyboard skills (preferable)
- Genuine interest in the School, students and families in the school community
- Willingness to undertake other duties as reasonably required by the Principal.

Work Health and Safety

Staff are required to:

- take reasonable care for their own health and safety and that of other staff who may be affected by their conduct
- demonstrate an awareness of Work Health and Safety issues, and have a working knowledge of the school's health and safety policies and procedures
- participate Work Health and Safety related training
- promote a safe working environment by raising work health and safety concerns in a timely manner and reporting any notifiable incident or health and safety matters to the Principal, or member of the OHS committee.

Child Safety

Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe, and are safe.

All staff are required to:

- provide students with a child safe environment
- proactively monitor and support student wellbeing
- have a working knowledge and understanding of the School's Child Safe Policies and Code of Conduct, and any other policies and procedures relating to child safety
- undertake training to maintain compliance with all child safety legislation, standards and regulations.

Conditions of Employment

- Working with Children Check and National Police Check
- Appropriate tertiary qualifications in Music
- Familiarity with AMEB and VCE music curricula



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- Evidence of current Level 2 First Aid and CPR Certificate, Asthma and Anaphylaxis training or willingness to undertake
- Salary packaging benefits, professional learning and leadership opportunities
- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation
- Employment and leave provisions as outlined in the Southern Cross Grammar Enterprise Agreement 2023
- Southern Cross Grammar is an equal opportunity employer.

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, and 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.