



Co-curricular – Instrumental Specialist

Position Description	Co-curricular – Instrumental Specialist
Reporting	Reporting to: Director of Co-curricular Music (PreK to 12)
Agreement/Award	Educational Services (Schools) General Staff Award 2020

Mission Statement

Trinity Grammar School provides boys with a thoroughly Christian education in mind, body and spirit.

Purpose of the position

The Co-curricular - Instrumental Specialist staff form an important part of Co-curricular Music at Trinity Grammar School. They provide expertise and direct contact with the world of professional music and their work with students greatly enhances teaching and learning in the Music Faculty.

Co-curricular - Instrumental Specialists are involved with and engage with the teaching of individual students in their discipline and conducting ensemble groups (as applicable PreK-12). Co-curricular - Instrumental Specialists attend all concerts in which their ensembles perform, assist in all major concerts and support the School's various internal and external performances.

The nature of the position is such that Co-curricular - Instrumental Specialists are required to be available outside 'normal' school hours, are required to fully participate in the life of the School, and to lend full support to the Director of Co-Curricular Music (PreK-12).

All staff at Trinity are positive in support of the School's traditions and Christian ethos and are expected to be resilient, flexible, enthusiastic, competent and dynamic team members who consistently model professional behaviour and collaborative engagement within the daily life of the School.

Members of the School community are expected to abide by the School's core staff documents, co-operate with the senior staff and establish and maintain effective relationships with teaching staff, support staff, students and parents while maintaining high levels of confidentiality and professionalism at all times.

Key relationships

All staff are appointed by the Head Master and are responsible to the Head Master for the overall performance of their duties.

The Head Master delegates authority to the School Executive for the effective management of the School.

The Director of Co-Curricular Music (PreK-12) will provide guidance and instruction on the day to day duties.

The Head of Human Resources will provide support and assistance to individual pastoral care requirements.



Key accountabilities

1. Deliver the instrumental (PreK-12) programme as assigned by the Director of Co-Curricular Music (PreK-12).
2. Organise and conduct rehearsals, sectionals and performances of the School's Performance Groups as assigned by the Director of Co-Curricular Music (PreK-12).
3. Regularly participate in external specialist masterclasses, public recitals and performances.
4. Use the School's Learning Management System and Administration System to deliver teaching and learning, maintain formal records required by the School including but not limited to progress reports, learning evidence, assessment data, incident and discipline reports.
5. Be actively involved in supporting the School co-curricular activities and uphold the School standards and code of conduct.
6. Model the Christian values of the School and provide a Christ-like example to all within the Trinity Grammar School community.

Role Responsibilities

Instrumental Lessons

1. Conduct individual and group student music lessons as determined by the Director of Co-Curricular Music (PreK-12).
2. Prepare and present material for the instruction of the practical aspects of the specialist instrument.
3. Contribute to the development of a programme, which will cater for the needs of individual instrumental students, throughout the School (PreK-12).
4. Prepare and manage students undertaking public music examinations.
5. Prepare and manage students within the School's Co-curricular Music Programme.
6. Attend functions and events in support of the Trinity Grammar School Co-Curricular Music Programme at internal and external events.

Performance

1. Assist with the development of the School's major performance groups as requested by the Director of Co-Curricular Music (PreK-12).
2. Organise and conduct rehearsals, sectionals and performances of the School's performing groups as assigned by the Director of Co-Curricular Music (PreK-12).
3. Organise studio concerts for students, this may be in collaboration with other Co-curricular - Instrumental Specialists and their students.

Administrative

1. Use the School's Learning Management System and Administration System to deliver teaching and learning, maintain formal records required by the School including but not limited to progress reports, learning evidence, assessment data, incident and discipline reports.
2. Assist with the maintenance, development, oversight and management of instruments and resources owned by the

Co-curricular



School, including hiring, loan (music/books) and storage.

3. Assist the Director of Co-Curricular Music (PreK-12) in the development of annual and long-range plans and advise as requested on budget

Pastoral

1. Support the Christian values of the School and provide a Christ-like example to all students regardless of the students' faith or background.
2. Encourage student involvement and growth in all aspects of School life: academic, sporting, co-curricular and pastoral programs.
3. Liaise with parents and provide feedback about their child's progress.

Technology and Equipment

1. Be confident and resourceful in learning new technologies and continuously upskill in digital technologies to engage students and enhance student learning and resourcing educational programs.
2. Effective use of the School's Administration System.
3. Effective use of the School's Learning Management System.
4. Acquire and continue to develop expertise in subject specific applications.

Professional Learning

1. Participate in professional learning teams, faculty meetings and other professional learning events aligned to the School's strategic priorities.
2. Regularly participate in masterclasses, public recitals and performances.
3. Reflect upon personal teaching practice and set personal professional goals in the spirit of the School's commitment to continuous improvement.
4. Contribute to and, active involvement in the School's Professional Meetings Schedule.
5. Ensure School compliance requirements are current (First Aid, Working with Children Check etc).
6. Undertake continuous learning and upskilling with regard to whole of School Learning Management System and Administration System.
7. Undertake continuous learning to develop expertise in subject specific applications.



Professional Experience and Requirements

Essential

- ▲ Undergraduate degree in subject matter and/or professional Music qualifications
- ▲ Experienced teaching the AMEB/ABRSM/Trinity College London syllabus and preparing students for examinations
- ▲ Demonstrated recent participation in masterclasses, public recitals and/or performances
- ▲ Valid NSW Working With Children Check (Employment status)
- ▲ Valid COVID-19 Vaccination Certificate or COVID-19 Vaccine Medical Contraindication Exemption
- ▲ Current First Aid Certificate
- ▲ Current CPR Certificate
- ▲ Child Safe eLearning- Keeping children safe in organisations – Office of the Children’s Guardian