

DUAL ROLE



Position Description

Upper Strings (Violin/Viola) Music Specialist Instructor

OMNIA SUPERAT DILIGENTIA

DILIGENCE OVERCOMES ALL

OUR SCHOOL MOTTO SINCE 1892

Our Vision

Ipswich Girls' Grammar School inspires girls to become confident, well-educated young women. Ipswich Junior Grammar School nurtures young learners to become future leaders.

Our Mission

Shaped by our proud history and traditions and focused on academic excellence, our school aims to provide a personalised, holistic education by expert staff in engaging learning environments.

Our Aspiration

By 2022, our school aims to be an outstanding* school known for its holistic education and students' excellent academic outcomes with an enrolment in excess of 1000 students from Early Learning to Year 12.

(*Outstanding - as defined by the National School Improvement Tool)

Our Values

- **Diligence** - Staying focused until the job is done.
- **Excellence** - Striving to achieve the highest standards possible.
- **Respect** - Acknowledging the worth of every person and what matters to each one.
- **Integrity** - Constantly demonstrating high moral and ethical standards.
- **Care** - Attending with kindness, compassion and sensitivity to the needs of others.

Location

Address:	82 Chermside Road EAST IPSWICH QLD 4305
Telephone:	+61 7 3454 4447
Facsimile:	+61 7 3454 4480
Email:	principal@iggs.qld.edu.au
Website:	http://www.iggs.qld.edu.au

THE ROLE	
Position Title:	Private Upper Strings Music Specialist Instructor
Department:	Co-curricular Arts Department
Reports to:	Director of Co-curricular Arts
Classification:	Professional Member rate as set by the Queensland Music Teachers' Association
Hours:	Weekly group and individual tuition lessons

Typical Duties/Skills

All employees of Ipswich Girls' Grammar School are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position
- Accept that the School reserves the right to modify the position to meet its operating needs
- Assist and relieve in other positions from time to time
- Demonstrate support for the School's mission, vision and values
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative

Your Opportunity

The role of the Upper Strings Music Specialist Instructor exists to:

- Provide violin and viola tuition (private individual and/or group lessons)

As the Upper Strings Music Specialist Instructor, you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School
- Attend staff development and training programmes when and if appropriate
- Comply with work health and safety responsibilities detailed in the safety management system
- Comply with school policies as outlined in the Staff Handbook

Your Role

Core responsibilities of an Upper Strings Music Specialist Instructor

- Preparation and delivery of violin and viola tuition within the frameworks in place in the School
- Monitoring, evaluating and reporting on student progress
- Maintaining accurate records of student progress
- Fostering a supportive Co-curricular Music climate which enhances student growth and confidence
- Attendance at Co-curricular Arts meetings and other scheduled meetings as required
- Attendance at music performances both within the school and wider community
- Prepare students for music presentations throughout the year e.g., Assemblies, Open Day, stage performances, and Eisteddfods as well as various performances in the wider community
- Maintaining and processing school musical equipment and repertoire
- Maintaining up-to-date Public Liability insurance and providing appropriate documentation for school records annually

Key qualities of an Upper Strings Music Specialist Instructor

- Willingness to support the values and aims of the School
- Ability to promote an environment of dynamic, active, and challenging music learning within the Co-curricular Arts program at this school, in particular the String Department and associated Ensembles
- Willingness to support quality Co-Curricular Arts program development
- Fulfil, in a professional manner, the tasks assigned by the Director of Co-curricular Arts

- Assist in the preparation and submission of Music Pocket recommendations, to the Director of Co-curricular Arts
- Be creative, innovative, and always aware of new trends in string teaching and programs
- Ability to develop effective working relationships and rapport with students and staff, upholding the shared vision of the Co-curricular Arts Department
- Ability to develop confidence and self-esteem in students and to act as a role model in presentation, action, and communication
- Ability to use a wide range of teaching strategies to cater for diverse student music learning needs and to effectively monitor student progress
- Ability to work collaboratively with colleagues and to communicate effectively with students, parents, and all school personnel
- Willingness to support the development of the annual performance calendar including school and wider-community performances
- Willingness to participate in Co-curricular and curriculum music activities of the School
- Excellent organisational skills
- Willingness and ability to use technology for teaching and communication

Specific attributes

- Expertise in teaching violin and viola within individual and/or group learning environments from beginner to advanced levels
- Expertise in and an ability to incorporate various contemporary and classical skills and techniques into individual student development
- Expertise in developing, implementing and sourcing ensemble repertoire suitable for students ranging in technical and musical ability
- Support and assist the development and implementation of the school's evolving Co-curricular Arts Programs

Specific Skills

- Management of private individual and/or group learning environments
- Ability to implement a developmental and sequential upper strings tuition program
- Knowledge of teaching other instruments would be advantageous

Formal Qualifications

- Teaching and/or Performance qualifications in Instrumental Music (violin/viola) from a recognised university or college

Essential Requirements

- Eligibility for blue card and/or registration with the Queensland College of Teachers

How you will be assessed

Outlined below are the criteria that will be considered in the appointment of an Upper Strings Music Specialist Instructor:

1. Demonstrated skills and experience in teaching violin and viola to students in private and/or group situations, across all age levels.
2. Capacity to integrate technology into effective Co-curricular teaching practice.
3. Ability to plan and deliver engaging private instrumental lessons that maximise learning outcomes for students with diverse learning needs, musical interests, and varying levels of musical ability
4. Demonstrate highly effective communication skills in both speaking and writing, and highly developed interpersonal, and human-relations skills in the context of relating to staff, students, and parents/guardians
5. Demonstrate an ability to work collaboratively and be an effective team member.

Candidates are required to demonstrate the context in, and degree to which, they currently, or potentially, can meet these criteria.

Authorisation

I hereby agree that this Position Description accurately reflects my work requirements.

Employee

Name

Signature

Date

**Director of
People & Culture**

Name

Signature

Date



Position Description

Ensemble Director

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THE ROLE	
Position Title:	Ensemble Director
Department:	Co-curricular Arts Department
Reports to:	Director of Co-curricular Arts and Deputy Principal
Classification:	Ipswich Girls Grammar School Including Ipswich Junior Grammar School Enterprise Agreement 2021
Hours:	Part-time

Typical Duties/Skills

All employees of Ipswich Girls' Grammar School are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position
- Accept that the School reserves the right to modify the position to meet its operating needs
- Assist and relieve in other positions from time to time
- Demonstrate support for the School's mission, vision and values
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative

Your Opportunity

The role of the Ensemble Director exists to:

- Direct beginner, intermediate and/or advanced ensembles at Ipswich Girls' Grammar School, including Ipswich Junior Grammar School (part of the Co-curricular Ensembles Program), as required by the Director of Co-curricular Arts

As the Ensemble Director you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School.
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School.
- Attend staff development and training programs when and if appropriate.
- Comply with school policies as outlined in the People and Culture policies of the School.

Your Role

Core responsibilities of an Ensemble Director

- Monitoring, evaluating and reporting on ensemble progress
- Maintaining accurate records of ensemble progress and student attendance
- Fostering a supportive Co-curricular Music climate which enhances student growth and confidence
- Attendance at Co-curricular Arts meetings and other scheduled meetings as required
- Prepare ensembles for music presentations throughout the year e.g. Assemblies, musicals, stage performances, Open Day, and Eisteddfods as well as various performances in the wider community
- Involvement in additional school events including but not limited to the IGGs Musical, Emerging Artists Program etc.
- Maintaining and processing school musical equipment and repertoire

Key qualities of an Ensemble Director

- Willingness to support the values and aims of the School
- Ability to promote an environment of dynamic, active, and challenging music learning within the Co-curricular Arts program at this school, in particular the Ensemble Program
- Willingness to support quality Co-curricular Arts program development
- Fulfil, in a professional manner, the tasks assigned by the Director of Co-curricular Arts
- Prepare and submit Music Pocket recommendations, when required, to the Director of Co-curricular Arts
- Be creative, innovative, and always aware of new trends in ensemble-directing and programs
- Ability to develop effective working relationships and rapport with students and staff, upholding the shared vision of the Co-curricular Arts Department

- Ability to develop confidence and self-esteem in students and to act as a role model in presentation, action, and communication
- Ability to use a wide range of teaching and directing strategies to cater for diverse student music learning needs and to effectively monitor student and ensemble progress
- Ability to work collaboratively with colleagues and to communicate effectively with students, parents/guardians, and all school personnel
- Willingness to support the development of the annual music ensembles and choirs' performance calendar including school and wider-community performances
- Willingness to participate in Co-curricular Arts activities of the school
- Excellent organisational skills
- Willingness and ability to use technology for teaching and communication
- Willingness to source and adapt suitable ensemble repertoire

Specific attributes

- Expertise in directing all levels of students and ensembles
- Expertise in, and an ability to, incorporate various contemporary and classical skills and techniques into Co-curricular Ensemble program development
- Expertise in developing, implementing, and sourcing ensemble repertoire suitable for students ranging in technical and musical ability
- Support and assist the development and implementation of the school's evolving Co-curricular Arts Program

Specific Skills

- Management of ensemble learning environments
- Ability to implement a developmental and sequential ensemble tuition program
- Knowledge of directing a variety of instrumental ensembles and/or choirs would be advantageous

Formal Qualifications

- Teaching and/or Performance qualifications in Instrumental Music, from a recognised university or college

Essential Requirements

- Eligibility for blue card and/or registration with the Queensland College of Teachers

Selection Criteria

Outlined below are the criteria that will be considered in the appointment of an Ensemble Director:

1. Demonstrated skills and experience in teaching ensembles.
2. Capacity to integrate technology into effective Co-curricular teaching practices.
3. Ability to plan and deliver engaging ensemble tuition that maximises learning outcomes for students with diverse learning needs, interests, and varying levels of ability.
4. Demonstrate highly effective communication skills in both speaking and writing, and highly developed interpersonal, and human-relations skills in the context of relating to staff, students and parents/guardians.
5. Demonstrate an ability to work collaboratively and be an effective team member.

Candidates are required to demonstrate the context in, and degree to which, they currently, or potentially, can meet the criteria.

Authorisation

I hereby agree that this Position Description accurately reflects my work requirements.

Employee

Name

Signature

Date

**Director or
People & Culture**

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Signature