

Job Description

Department: Wodonga Middle Years College **Location:** Wodonga Middle Years College (Multiple Location Campus)
Classification: Ed Support Level 1-Range 3
Position Description: Vocal Instructor

Subject/Duties: **Level:**

Begin Date: 2018/01/29 **End Date:** 2018/12/21
Regular/Temporary: Fixed Term
Hours: 15.20
Reference #: 1105470
Contact Name: Ms Cindy Ellis
Phone: 02 60579000
School Website: www.wmyc.vic.edu.au
Apply By: 2017/12/03

Location Profile

Wodonga Middle Years College is a supportive teaching and learning environment where student needs and backgrounds are reflected in the learning and design of the school. The clear strategic intention is to maximize opportunities for all students by developing their talents and challenging them to have high aspirations so they achieve their potential and become logical, self aware, collaborative and inquisitive. Importantly, Wodonga Middle Years College seeks to develop skills and competencies so students are well prepared for future study in the next stage of their education.

Wodonga Middle Years College caters for 850 students in Years 7 to 9 on three campuses.

The development of one Middle Years College with two campuses is providing the flexibility associated with larger schools while still maintaining opportunities for the development of strong relationships and knowledge of student needs that is enhanced in smaller schools. The College also provides unique opportunities for teachers to develop extensive teaching expertise in this important stage of schooling - the middle years.

The College has created opportunities for teachers who wish to accept the exciting challenge of teaching in a uniquely authentic middle school program. The College has high expectations of its students and the staff understand the importance of engaging their learners.

Our Mission - To be a student focused learning community from which our graduates will:

- Be confident, capable and self-motivated.
- Be comfortable living in a world of diverse people, cultures, and beliefs.
- Be able to establish and maintain effective relationships.
- Be tolerant and act with empathy.
- Be respectful of self and others.
- Make meaningful contributions to society – the local and global community.
- Demonstrates intellectual tenacity and persistence in problem solving
- Be skilled analytic, critical, aesthetic and creative thinkers as the situation demands.
- Respond positively and appropriately to change and challenges.
- Set high expectations for themselves and act to meet those expectations.
- Flourish in a digital world and be a skilled user of evolving technologies.
- Be aware of post school options and successfully access them.

In the Middle Years College:

- * Teachers specialise in meeting needs and improving outcomes for middle years students.
- * Teachers generally work in a house across year levels.
- * There are improved leadership options for Year 9 students.
- * The Middle Years campuses have the scope to develop a variety of programs emphasising:

- Victorian Curriculum
- AVID (Advancement Via Individual Determination)
- Literacy Intervention
- AAP (Academic Advancement Program)

- Sporting Excellence
- Civics and Citizenship

* There is a concentrated focus on transition with stronger links and co-operation with neighbourhood feeder primary schools and the Wodonga Senior Secondary College.

* Common report writing, timetabling, roll marking and student management software is used at each campus.

* There are expanded curriculum offerings for middle years including:

- Strong academic studies in all areas of the Victorian Curriculum including classroom and instrumental music.
- The two campuses offer languages - Indonesian, Japanese
- Strong intensive literacy learning programs run at each Campus in Year 7, Year 8 and Year 9.

* Middle Years programs are not restricted by timetable constraints of senior campus requirements.

* Authentic purpose - student outcomes will include the completion or production of tasks relevant to the young people demonstrated through presentations, performance, creation and event management.

* Celebrate and share the opportunities that exist with the work of the Flying Fruit Fly Circus School.

* There are strong partnerships with the wider community including tertiary institutions, community agencies, and businesses.

Wodonga Middle Years College has three campuses: Felltimber, Huon and the Flying Fruit Fly Circus School.

Selection Criteria

Your application for this position should specifically address each of the selection criteria below. Short listing and selection will be based upon responses to these selection criteria and key responsibility areas.

SC 1 The College seeks a person who will have a positive attitude towards teaching and caring for young people, who will be committed to Wodonga Middle Years College and the teaching profession and who will be prepared to work hard as part of a progressive team of teachers.

SC 2 Proficiency in Singing and teaching Vocal technique

SC 3 Introduce individual student to particular instruments and assess students' need in regard to instrumental training:

- Shows enthusiasm for music and teaching
- Has good organisational skills
- Is able to communicate musical concepts and instructions clearly
- Is patient in dealing with students of differing abilities
- Is prepared to work out of school hours
- Is proficient in reading music notation
- Has the ability to lead musical ensembles.

SC 4 Has the ability to assess and monitor student achievement and to provide reports to parents which keep them regularly and fully informed of their children's progress.

SC 5 Demonstrated high level interpersonal skills and an exemplary professional approach when dealing with students, parents and teachers

SC 6 Ability to work alongside the Classroom music program and take small practical classes within the Classroom music program.

Role

This position is responsible for delivery of instrumental music lessons to small groups or individual students involved in the Instrumental Music program according to student numbers and curriculum required by the College.

Other fair and reasonable administration duties will be required of the successful candidate. This will be at the discretion of the College Principal.

Responsibilities

- To instruct small groups or individual students involved in the Instrumental Music program according to curriculum required by the College.

- Maintain accurate student attendance rolls and provide student assessment and reporting to parents in accordance with DEECD requirements.
- Attendance at concerts and parent/teacher nights, outside school hours as required.
- Undergo Annual Reviews.
- Regularly attend appropriate professional development activities.
- Attend staff and faculty meetings and remain informed of DEECD initiatives.
- Direct and conduct ensembles.
- Prepare timetables in consultation with College music co-ordinators.
- Arrange or adapt music (within copyright laws) to facilitate greater student participation.
- Prepare students for external assessments and performances.
- Encourage students to participate in music events outside the College.
- Organise day swaps between schools as necessary to attend performances, PD or other school-related activities.
- Hold a current Working With Children Check.
- Other fair and reasonable administration duties as directed by the College Principal.

The above responsibilities set out the major duties and tasks associated within the stated job description. Other duties of a similar nature and/or level undertaken within the school are not excluded, simply because they are not itemised.

These duties could vary from time to time resulting from new legislation, changes to technology or policy and procedure, and in the context of any changes, appropriate training may be given, if required, to undertake the new/varied role.

ATTENDANCE AND HOURS OF DUTY – in line with North East Regional Instrumental Music Handbook.

As conditions for teachers and/or Instrumental Music instructors who work in a number of locations are the same as for those who work in one location, Instrumental Music Teachers and/or Instrumental Music instructors should be in attendance for a minimum of seven hours daily, arriving at least ten minutes before the first instructional session.

In addition they may be required to attend scheduled staff meetings (up to one hour per week – pro rata) on the day the Instrumental Teacher and/or Instrumental Music instructor is in that school and other duties (including school meetings and meetings with parents) up to two hours per week (pro rata). These other duties may include band rehearsals, ensemble rehearsals during lunchtime and/or after school, school based concerts and camps and parent-teacher interviews. These meetings and other duties should not exceed three hours per week (pro rata).

Principals should be aware of an IMT's and/or Instrumental Music instructor's teaching workload in their other schools. Workload and attendance arrangements may be varied to suit situations particular to the needs of a teacher and/or Instrumental Music instructors and/or the school provided the variation is the result of an agreement between the Principal and the teacher(s) and/or Instrumental Music instructors.

It is recommended that Instrumental teachers and/or Instrumental Music instructors in the North East Victorian Rural Region teach no less than 5 periods in a 6 period day (regular rostered/timetabled classes/rehearsals). The total number of students taught in a day will vary according to various factors eg whether or not the IMT and/or Instrumental Music instructors teaches a VCE Solo Performance student or takes rostered ensemble rehearsals during lunchtime and/or before or after school. Non-rostered time is used for administrative duties and lesson preparations

Who May Apply

Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

EEO AND OHS Commitment

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have

a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

Other Information

All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.

A fulltime Education Support employee (48/52) is entitled to 152 hours (20 days) annual leave and 228 hours (30 days) additional paid leave in respect of each calendar year. Part time employees receive annual leave entitlements on a pro rata basis, calculated according to the time fraction worked each calendar year. Education Support employees are expected to use annual leave entitlements during school vacation periods, unless otherwise approved. Public Holidays that fall during a period of additional paid leave are not regarded as part of that leave.

- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.

- A probationary period may apply during the first year of employment and induction and support programs provided.

- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

APPLICATION PROCEDURES:

WMYC does not bind itself to make any appointment whatsoever from applications received.

Applications must include the following:

- * a covering letter;
- * brief statements addressing each of the selection criteria;
- * your resume/CV detailing employment history;
- * names and contact numbers of two professional referees (include current employer/supervisor) who can provide comment on the selection criteria

The time fraction may be negotiable, depending on the level of funding at the time of appointment.

Applications can be lodged on the DET Recruitment Online Website (<http://www.education.vic.gov.au>) and follow the link to Job Vacancy/Recruitment Online OR Three copies of your application could be forwarded directly to:

The Principal,

Wodonga Middle Years College
PO Box 1263,
Wodonga 3689