



**St Margaret's
Berwick Grammar**
VIRTUTE ET LABORE

St Margaret's Berwick Grammar

Position Description

Title:	Junior School Choir Teacher
Campus:	Berwick Campus
Reports to:	Director of Music and Learning Leader for the Performing Arts
FTE:	0.4 FTE, 12-month contract

This organisation has zero tolerance for child abuse.

This organisation promotes the safety, wellbeing and inclusion of all children, including those with a disability.

This organisation promotes the safety and wellbeing of children from culturally and/or linguistically diverse backgrounds and encourages applications from people from culturally and/or linguistically diverse backgrounds.

All potential employees will be required to comply with the School's Child Safe Policy and Code of Conduct.

The Junior School Choir Teacher works in close collaboration with the Director of Music, Learning Leader for the Performing Arts and Junior School Music Teachers to provide engaging, consistent and age-appropriate choral learning experiences for students.

The teacher reports to the Director of Music and Learning Leader for the Performing Arts in relation to the planning and delivery of the Junior School choral program and student learning.

It is expected that the staff member will adhere to the policies of the School as outlined in the Staff Handbook. They are required to attend all relevant staff meetings and whole-school events, such as Speech Night, school concerts and Open Day.

All staff are expected to participate in at least one school camp each year and in the professional learning provided by the School. All teachers are allocated a teaching coach to assist them with their individual professional learning.

As a laptop school, staff are expected to use the technologies provided by the School and keep abreast of developments in the use of ICT in the classroom.

St Margaret's Berwick Grammar is a child-safe environment. Our School actively promotes the safety and wellbeing of all students. All school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including the Child Safe Standards.

All teachers at St Margaret's Berwick Grammar are also expected to adhere to the St Margaret's Berwick Grammar Teaching and Learning Framework.

Position in Context

The Australian Professional Standards for Teachers provide a broad picture of the work of a teacher.

The Standards are grouped into three domains of teaching:

- Professional Knowledge
- Professional Practice
- Professional Engagement

In practice, teaching draws on aspects of all three domains and outlines what teachers should know and be able to do. The Standards are interconnected, interdependent and overlapping.

The Standards provide a basis and common language for developing a shared understanding of what effective teaching looks like. They make explicit the elements of high-quality teaching and learning and provide the foundation for the responsibilities and accountabilities of this position.

Roles, Responsibilities and Accountabilities

The Junior School Choir Teacher is responsible for teaching and conducting the Junior School Choirs and supporting students to develop their vocal skills, musicianship, confidence and enjoyment of choral music.

The key responsibilities of the position include:

1. Choir Teaching and Direction

- Conduct the Year 2 to Year 6 choirs, fostering students' musical development, confidence and enthusiasm.
- Provide additional vocal instruction where required to support students' vocal development.
- Support and collaborate with the Senior School Vocal Ensemble when required.

2. Curriculum Planning

- Plan and document an age-appropriate choral program for the Junior School Choirs, ensuring a structured approach to music education.
- Organise and conduct weekly choir rehearsals to develop students' skills and talents.
- Select age-appropriate repertoire that supports students' vocal development, engagement and performance skills.

3. Performance Coordination

- Prepare the ensembles for regular performances at school assemblies, soirées, concerts and other school events.
- Support students to develop the confidence, discipline and performance skills required to participate successfully in choral performances.
- Work with relevant staff to coordinate rehearsal and performance requirements.

4. Collaboration

- Work closely with the Director of Music and Junior School Music Teachers to support a holistic approach to choral music education at St Margaret's Berwick Grammar.
- Contribute positively to the broader Performing Arts program.
- Communicate professionally and effectively with students, staff and families regarding relevant choral activities and performances.

In this role, a passion for music and dedication to developing young singers will support the School's commitment to fostering a love of music and nurturing the musical abilities of its students.

Professional Knowledge

The Junior School Choir Teacher will:

- Use teaching strategies based on knowledge of students' physical, social and intellectual development and characteristics to improve student learning.
- Structure teaching programs using research and collegial advice about how students learn.
- Design and implement teaching strategies responsive to the learning strengths and needs of students from diverse linguistic, cultural, religious and socioeconomic backgrounds.
- Design and implement effective teaching strategies responsive to the local community and cultural setting, linguistic backgrounds and histories of Aboriginal and Torres Strait Islander students.
- Develop teaching activities incorporating differentiated strategies to meet the specific learning needs of students across the full range of abilities.
- Design and implement teaching activities that support the participation and learning of students with disability and address relevant policy and legislative requirements.
- Apply knowledge of the content and teaching strategies of the teaching area to develop engaging teaching activities.
- Organise content into coherent, well-sequenced learning and teaching programs.
- Design and implement learning and teaching programs using knowledge of curriculum, assessment and reporting requirements.
- Provide opportunities for students to develop an understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages.
- Apply knowledge and understanding of effective teaching strategies to support students' literacy and numeracy achievement.
- Use effective teaching strategies to integrate ICT into learning and teaching programs and make selected content relevant and meaningful.

Professional Practice

The Junior School Choir Teacher will:

- Set explicit, challenging and achievable learning goals for all students.

- Plan and implement well-structured learning and teaching programs or lesson sequences that engage students and promote learning.
- Select and use relevant teaching strategies to develop students' knowledge, skills, problem-solving abilities and critical and creative thinking.
- Select, create and use a range of resources, including ICT, to engage students in their learning.
- Use effective verbal and non-verbal communication strategies to support student understanding, participation, engagement and achievement.
- Evaluate teaching and learning programs using evidence, including student feedback and assessment data, to inform future planning.
- Plan appropriate and contextually relevant opportunities for parents and carers to be involved in their children's learning.
- Establish and implement inclusive and positive interactions to engage and support all students in learning activities.
- Establish and maintain orderly and workable routines that maximise students' learning time.
- Manage challenging behaviour by establishing clear expectations and addressing discipline issues promptly, fairly and respectfully.
- Ensure students' wellbeing and safety by implementing relevant school, system, curriculum and legislative requirements.
- Incorporate strategies promoting the safe, responsible and ethical use of ICT in learning and teaching.
- Develop, select and use informal, formal, diagnostic, formative and summative assessment strategies to assess student learning.
- Provide students with timely, effective and appropriate feedback about their achievement relative to their learning goals.
- Understand and participate in assessment moderation activities supporting consistent and comparable judgements of student learning.
- Use student assessment data to analyse and evaluate student understanding, identify appropriate interventions and modify teaching practice.
- Report clearly, accurately and respectfully to students and parents or carers about student achievement, supported by accurate and reliable records.

Professional Engagement

The Junior School Choir Teacher will:

- Use the Australian Professional Standards for Teachers and advice from colleagues to identify and plan professional learning needs.
- Participate in professional learning to update knowledge and practice in line with professional needs and School priorities.
- Contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge and practice.
- Undertake professional learning programs designed to address identified student learning needs.
- Meet the codes of ethics and conduct established by relevant regulatory authorities and the School.
- Understand and comply with relevant legislative, administrative, organisational and professional requirements, policies and processes.
- Establish and maintain respectful and collaborative relationships with parents and carers regarding their children's learning and wellbeing.
- Participate in professional and community networks and forums to broaden knowledge and improve practice.

Skills, Experience and Key Competencies

The successful candidate will demonstrate:

- Commitment to the School's philosophy, values, policies and procedures.
- A professional attitude, dedication and commitment to the effective completion of the duties and responsibilities of the position.
- Appropriate teaching qualifications and current registration with the Victorian Institute of Teaching.
- Demonstrated experience teaching and conducting children's choirs, preferably within a Junior School environment.
- Strong knowledge of age-appropriate vocal development, choral repertoire and rehearsal techniques.
- The ability to play piano or provide suitable accompaniment during rehearsals and performances.
- Excellent interpersonal and communication skills.
- The ability to work in an honest, open, creative and flexible manner that contributes positively to the Performing Arts team.
- The ability to balance short-term priorities with longer-term plans and requirements.
- The ability to respond appropriately during periods of high demand.
- The ability to develop positive relationships and liaise professionally with staff, students and parents.
- The ability to manage confidential and sensitive information appropriately.
- The ability to build positive and enduring rapport with others.
- Enthusiasm for positively promoting the School and its students, families, staff, achievements and programs.

Additional Requirements

The Junior School Choir Teacher will be required to:

- Attend Parent-Teacher-Student conferences, Open Days, information sessions and other relevant events as necessary.
- Attend and actively participate in school camps, excursions and incursions as required.
- Participate in professional learning provided by the School and attend at least one relevant external professional learning opportunity.
- Undertake other duties from time to time, as reasonably required by the Vice Principal, Associate Principal or Principal.