



# HALE SCHOOL

## JOB DESCRIPTION

<b>Date</b>	<b>February 2025</b>
<b>Position Title</b>	<b>Music Teacher</b>
<b>Reports to</b>	<b>Director of Music</b>

### Summary

The successful applicant will be a highly competent and committed Music teacher who has the capacity to fully engage in the dynamic Hale Music program. They will demonstrate effective teaching practices, excellent musicianship skills, positive relationships with students, and will participate as an integral member of an outstanding team.

The Music Teacher will be expected to work collaboratively to ensure students develop skills, interest and musicality through a sequential and comprehensive approach, achieving high standards and an enjoyment and love for music.

The Music Teacher will be expected to teach outside the academic timetable, directing before and after school rehearsals and concert performances.

### Responsibilities

#### Teaching and Learning

- Establish and maintain positive relationships with students and a supportive learning environment.
- Teach a selection of Music classes in the Secondary School.
- Conduct and assist with music ensembles (as required) in the applicant's area of musical expertise.
- Inspire and nurture a love for music and music-making in all students.
- Foster high expectations within each student to want to achieve their best in a positive, engaging and joyful learning environment.
- Engage students in the process of learning by employing a variety of effective teaching strategies to successfully implement the curriculum.
- Plan and use a variety of teaching strategies, including differentiating the curriculum, to ensure that the needs of individual students are being met.
- Promote effective work habits in students and embed learning skills in the teaching program.
- Develop curriculum outlines and resources; and implement course and assessment timetables and related requirements.
- Maintain accurate records of student attendance, progress, and assessments.
- Monitor the progress of each student and provide them with prompt, helpful and consistent feedback.

- Maintain effective communication with both the student's key pastoral care provider and their parents especially in regard to their academic progress.
- Complete formal academic reports that align with the School's Reporting Guidelines.
- Attend Parent/Teacher Interviews as required.
- Attend and engage in concerts, performances and Music events as required.
- Participate in the review, development, and evaluation of curriculum in the Music Program.
- Be aware of current trends and changes impacting education in Western Australia.
- Ensure that all activities that require the booking and use of facilities, and resources are effectively managed and communicated.

### **Pastoral Care and Behaviour Management**

- Provide a caring environment that promotes the spiritual, physical, emotional, social, and intellectual wellbeing of all students.
- Be aware of the processes and philosophy underlying the Student Behaviour Management Policy and follow the guidelines for practice.
- Establish and maintain appropriate classroom rules and procedures.
- Respect confidentiality at all times.
- Maintain effective communication with key pastoral care providers concerning the pastoral care needs and behavioural concerns of students.
- Apply strategies and classroom recommendations outlined in any psychometric assessments provided by psychologists.
- Collaborate with and support specific requests regarding student progress (e.g. from Heads of Houses, Pastoral Care Leaders, Counsellors) in a timely and professional manner.
- If necessary, participate in case conferences and team-teaching meetings regarding individual students.
- Support the School's pastoral care program.

### **Duty of Care**

- At all times ensure that reasonable care of students is undertaken to avoid their being harmed while in a staff member's care.
- Provide care of students whilst they are involved in school activities or present for the purpose of school activities.
- Have a clear understanding of all policies relating to Duty of Care in particular Attendance, Behaviour Management, Child Protection, Missing Person, Excursions and Pastoral Care Processes.

### **Professional Learning**

- Demonstrate a commitment to ongoing professional learning.
- Actively contribute to the ongoing learning, continuous improvement, innovation, and collaboration in any teams of which you are a member.
- Engage in subject evaluation and performance reflection with the view to continuous improvement in teaching practice.
- Share expertise and skills during staff professional learning programs.

### **Professional Practice**

- Understand and employ all School policies pertaining to teaching at the School.
- Engage in collaborative work practices.
- Maintain supportive and professional relationships in an environment that is conducive to working effectively and efficiently and in a manner that reflects the values of the School.
- Maintain emotional objectivity and professional distance.
- Ensure that communication, either via email, phone or written correspondence reflect objective professional views and are conveyed in a balanced professional manner.
- Assist in maintaining safe, tidy, well organised teaching spaces and surrounds.

- Maintain appropriate attire and appearance.
- Be punctual and appropriately prepared for all professional responsibilities.
- Ensure that absentees are completed on time and recorded accurately.
- Complete all ground duties as required.
- Support colleagues in fulfilling their leadership and administrative roles.
- Attend staff meetings, briefings, assemblies, and professional learning activities.
- Participate in the School community by attending School functions.
- Represent Hale School in a positive and professional manner.
- Undertake any other duties that may from time to time be required by the School.

### **Other**

- Demonstrate an awareness of all emergency management procedures and safe work practices in the respective areas of work.
- Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework.
- Be aware of and understand the obligations of working in accordance with the School's Child Safety, Mandatory Reporting and Child Protection, Conduct of Conduct for All Staff, Staff Code of Ethics, Emergency and Critical Incident Management Guidelines, Plans, Policies and Procedures.

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

### **Key Working Relationships**

#### **Internal**

Director of Music  
 Music teaching team  
 Hale teaching staff  
 Instrumental Music Tutors  
 Music Administration Staff

#### **External**

Parents  
 Visitors and Guests  
 Music Suppliers  
 Other Schools' Music Departments

### **Child Protection**

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- Promote the safety and wellbeing of children and young people.
- Ensure your interactions with children and young people are positive and safe.
- Provide appropriate support and supervision of children and young people in your care.

- Act as a positive role model for children and young people.
- Participate in regular performance management and professional learning linked to our Codes of Ethics and Code of Staff Conduct, Child Safety and Child Protection and Mandatory Reporting Policies.
- Maintain an up to date and valid Working with Children Check.
- If appropriate meet professional standards for teachers and maintain teacher registration and,
- Report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.

## Qualifications and Experience

### Qualifications

- TRBWA registration.
- Bachelor or Diploma in Music, Education and/or Music Education.

### Experience in:

- teaching Music effectively in both Primary and Secondary contexts.
- working collaboratively as part of a team.
- working productively under pressure.
- communicating effectively between different teaching and administration teams within the school.
- communicating effectively with parents, students, and external parties; and
- performing and conducting ensembles.

### Highly desirable:

- understanding of a range of methodologies including familiarity with Kodaly.
- experience with conducting.