ES1-3 Instrumental Music – Brass

POSITION DETAILS

Region	Barwon South-West	Area	Warrnambool
School	Warrnambool College	Classification	Education Support Level 1 – Range 3
Employment Status	Fixed Term 27/1/2027 – 17/12/2027	FTE	0.2
Hours	7.6 hrs per week	Salary Range	$83,049 - $100,987 (Full-time equivalent salary)
Position Reports to	Director of Instrumental Music		
Position Contact	Erin Toulmin		
School Website	http://wblcoll.vic.edu.au/		

ROLE

The Education Support – Instrumental Music position is expected to:

- Provide a high level of support for all levels of abilities, from year 7 to VCE,
- Be responsible for the coordination and management of the College Brass Ensemble.
- Support the Director of Bands (having an active role in preparing students for performances, both inside and outside of the college, attending college information nights),
- Ensure that the school is positively reflected and represented in the community, both within and outside the College environment.

CLASSIFICATION CONTEXT AND TASK LEVEL

The classification of this role aligns with the Victorian Government Schools Agreement (VGSA) based on the advertised level. Key responsibilities include supporting student learning and wellbeing, communicating regularly with teachers and other staff and demonstrating inclusive practices that enable all students to access the curriculum and participate in learning.

Tasks may include:

- Provides instruction or coaching to students not including any duties of a teacher (e.g. instrumental music instruction, sport coaching, dance instruction)
- Provide co-ordination support to teachers and educational programs:
  - (i) Rosters and organises the work of a team
  - (ii) Provides routine supervision, guidance and support to other Education support staff
  - (iii) Liaises with external providers of support services about clearly defined support needs and resources
  - (iv) Conducts routine presentations to parents to assist teachers in communicating objectives and outcomes relating to educational programs and/or students
  - (v) Assists with the communication of student outcomes and educational programs

REPORTS TO

This Education Support – Instrumental Music position is part of the Music staff team whose responsibility is to work cooperatively as part of a team, ensuring a productive and efficient workplace, working towards the objectives of the Warrnambool College Strategic Plan. This position reports to Erin Toulmin.

The music staff are part of the arts Faculty and report to the Arts/Technology Learning Area Leader.

RESPONSIBILITES

Under the direction of the Musical Director, the incumbent will be responsible for:

- Supervision of Brass ensemble on a weekly basis (that will ordinarily involve more than 4 students)
- Brass students within the College through weekly lessons,
- Instruments stocktake every term
- Effective maintenance of Brass instruments
- Purchase of relevant supplies for the instruments
- Keeping on trend with latest music publications, to adhere to student's needs
- Regularly liaise with Director of Bands
- Support fellow staff
- Keep a regular role of attendances or non-attendances
- Attend music team meetings
- Actively support the College band program
- Together with the Musical Director, conduct rehearsals with the College Brass Ensemble
- Attending Competitions/ Concerts
- Supporting the Musical Director
- Other duties as directed by the principal

This position description describes in general terms the normal duties which the Education Support Officer is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility associated with the position.

SELECTION CRITERIA

SC1 Demonstrated experience and skills in an Instrumental Music Program.

SC2 Demonstrated an ability to work co-operatively as part of a team, ensuring a productive and efficient workplace, working towards the objectives of the Warrnambool College Strategic Plan.

SC3 Demonstrated high level written and verbal communication skills and high-level interpersonal skills, including a capacity to develop constructive relationships with students, parents and other staff.

SC4 Possess the technical knowledge and expertise relevant to the position.

SC5 Demonstrated capacity to provide advice and support to management in respect to the work area.

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: Child Safe Standards: Policy | education.vic.gov.au

DE VAULES

The Department's employees commit to upholding DE's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DE's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DE values is available at: http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx

OTHER INFORMATION

Applications must include:

1. A cover letter providing contact information including home address, email, and phone number.
2. A CV with a summary of experience, qualifications and your Working with Children Check (WWCC) number.
3. Specific Key Selection Criteria response.
4. The names, email addresses and contact details (email and phone) for two referees.

For ease of handling by the school, all documents (cover letter, CV, and key selection criteria responses) can be saved as one pdf and uploaded to Recruitment Online. Please also ensure that your name is included in the header of each document.

Applicants seeking further information about the school or this position, are encouraged to contact Erin Toulman prior to the closing date of applications on 03 5564 4444 or email warrnambool.co@education.vic.gov.au

CONDITIONS OF EMPLOYMENT

Qualifications and requirements:

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

- 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

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http://education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx

