

## Non-Tertiary Music Teachers Descriptors

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### Single Study Conservatorium Teacher

The position of Single Study Conservatorium Teacher will normally involve preparation, teaching and administration. Staff members would normally work independently reporting to the head of the relevant section for supervision purposes.

#### Specific Duties

##### 1. Preparation

Undertake preparation to teach including the promotion of Conservatorium study and screening of potential students; design study programs; maintain and improve teaching knowledge, pedagogy and repertoire; maintain performance skills; organise studio recitals and record backing tapes.

##### 2. Teaching

Undertake teaching tasks including demonstration, tuition and support for students; provide accompaniment where required and prepare students for examinations, eisteddfods, auditions and performances.

##### 3. Administration

Undertake administrative tasks including schedule of available hours; liaise with potential students, parents, administration staff and Coordinator of Non-Tertiary Studies; provide register of student attendance; complete claims for payment of lessons; and provide music scores.

#### Skills and Experience

- Appropriate tertiary qualifications.
  - Good teaching skills.
  - Good musicianship skills.
  - Ability to liaise with students, parents, staff and outside organisations.
  - Administrative skills.
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## **Musicianship Presentation**

Musicianship presentation will normally involve preparation, teaching, marking, and administration. Staff members would normally work independently reporting to the Assistant Dean – Academic Studies for supervision purposes.

## **Specific Duties**

### **1. Preparation**

Undertake preparation to teach including: the formulation and preparation of work sheets; research and preparation of recorded examples; the formulation and production of tests and the monitoring and design of teaching to accommodate individual student's progress.

### **2. Teaching**

Undertake teaching tasks including: demonstration; set appropriate standards; supervision; provide encouragement and set tasks and homework for students.

### **3. Marking**

Undertake marking as created by the teaching mode used.

### **4. Administration**

Undertake administrative tasks including: the organisation of exam entry for AMEB and Trinity qualifications; liaise as necessary with parents; assist with the provision of material and guidance in enrolment procedures and assist with the formulation of curriculum development and the standardisation of syllabi.

## **Skills and Experience**

- Appropriate tertiary qualifications.
  - Good teaching skills.
  - Good musicianship skills.
  - Ability to liaise with parents.
  - Administrative skills.
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## **Ensemble Presentation**

Ensemble presentation will normally involve preparation, teaching, marking, and administration. Staff members would normally work independently reporting to the head teacher of the relevant section for supervision purposes.

## **Specific Duties**

### **1. Preparation**

Undertake preparation to teach including attendance at inservice courses, reading days and networking with professionals within a particular discipline; arranging or modifying commercial arrangements; score preparation; research and acquisition of recorded examples and journal information; setting up rehearsals and formulation of programs.

### **2. Teaching**

Undertake teaching tasks including planned, balanced rehearsals, provide encouragement, specific learning objectives and an interesting and disciplined rehearsal environment.

### **3. Administration**

Undertake administrative tasks including the organisation of a diary of activities and concerts; liaise with Hall Manager, office staff and Band Association; purchase of new material; supervision and maintenance of the music library; monitor enrolment; provide advice for new membership and a cost neutral budget for workshop and camp activities.

## **Skills and Experience**

- Appropriate tertiary qualifications.
  - Good teaching skills.
  - Good musicianship skills.
  - Ability to liaise with staff and outside organisations.
  - Administrative skills.
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## **Early Childhood Music Teacher**

The position of Early Childhood Music Teacher will normally involve preparation, teaching and administration. Staff members would normally work independently, reporting to the head teacher for supervision.

### **Specific Duties**

#### **1. Preparation**

Undertake preparation to teach including the setting of goals for various age groups; prepare repertoire for individual groups; write material to suit various groups; write weekly lesson plans; provide teaching aids; prepare audio tapes and maintain pedagogy and repertoire.

#### **2. Teaching**

Undertake teaching tasks including classes for 2 to 3 year olds, with adults present; provide smooth separation of 4 year olds from carers; develop competency of 5 to 8 year olds; address special needs of individual children; maintain ongoing program evaluation; present open days; provide demonstration lessons and prepare concert items.

#### **3. Administration**

Undertake administrative tasks including marketing of programs and concerts; purchase of resources; photocopy worksheets; liaise with parents and administrative staff, assist with staging and transporting instruments and attend staff meetings.

### **Skills and Experience**

- Appropriate tertiary qualifications.
  - Good teaching skills.
  - Good Musicianship skills.
  - Ability to communicate/relate well with young children.
  - Ability to liaise with parents and staff.
  - Administrative skills.
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