



# Peripatetic Music Administrator and Instrumental Music Tutor (3 days, term time)

## Position Description

### Fahan School Background

Founded in 1935, by Miss Isobel Travers and Miss Audrey Morphett, Fahan School is an independent, non-denominational school for girls from Kindergarten to Year 12. Fahan is located on a stunning 6.2 hectare campus in the attractive Hobart suburb of Sandy Bay - a ten minute drive from Hobart's CBD.

Fahan has an outstanding academic record. Located on one campus together, students enjoy excellent facilities, spectacular grounds, and a nurturing wellbeing program.

Fahan School provides a strong academic program within a friendly, inclusive culture. Our mission is to create a community in which all people flourish. To instil a deep love of learning and the development of right principles that empower each Fahan girl to step confidently into her future. Miss Travers and Miss Morphett believed that young women could achieve anything they wanted to and this was reflected in the motto they chose, *Light Come Visit Me*. Light is not just sunlight but rather "enlightenment", which is the purpose of education.

Fahan School offers its students an extensive co-curricular program which assists in the development of specific skills, confidence and commitment. Students can participate in activities such as sport, music, visual arts, performing arts, debating, public speaking, student leadership, community service, exchange programs and intrastate, interstate and overseas trips.

### Philosophy

Fahan School is dedicated to excellence in education for girls and the realisation of each student's potential, providing a balanced curriculum encompassing academic, cultural, physical and practical areas of learning.

**Our Vision:** To enlighten, inspire and ignite young minds and hearts.

**Our Mission:** To create a community in which all people flourish. To instil a deep love of learning and the development of right principles that empower each Fahan girl to step confidently into her future.

**Our Values:** Our values represent the deepest beliefs and sentiments to which we can aspire, and they shape our School Community.

#### Learning

We foster a culture of inquiry for knowledge and truth.

The pursuit of these is fuelled by curiosity, creativity, and a strong desire for achieving personal excellence.

We encourage initiative and innovation, independence and flexibility.

#### Spirit

We honour our founders by living the true spirit of Fahan.

Our spirit is defined by courage, integrity and honesty. We are proud of who we are and celebrate our individuality.

#### Community

Care, connection and belonging empowers every individual to flourish at Fahan School.

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### Co-Curricular And Extra Curricular Activities

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### The Role

The Peripatetic Music Administrator and Instrumental Music Tutor is a highly qualified instrumental teacher with excellent administrative experience to administer the School's outstanding Peripatetic Music Program.

**Reports to:** Director of Music

**Conditions:** In accordance with Fahan School (General Staff) Enterprise Agreement 2024

### Position Description

#### Instrumental Music Teaching:

- Lead ensemble rehearsals and sectionals as required.
- Coach solos and ensembles by arranging or transposing music, teaching notes and rhythm, recognising and resolving intonation problems, teaching good vocal techniques, providing suggestions regarding interpretation of music and encouraging students.
- Locate and select concert musicians as necessary.
- Perform other related duties as assigned.
- Support the Curricular Music program by attending classes and assisting the classroom teachers.
- High level piano/accompaniment experience is desirable but not essential to the role.

#### Peripatetic Music Program Administrator:

- Provide administrative support to the Director of Music.
- Coordinate the day to day administration of the Music Peripatetic Program.
- Liaise and work with Class Teachers regarding student lesson times.
- Collaborate with the Director of Music to develop and manage the yearly departmental budget.
- Oversee the organization and tracking of musical instruments and instrument maintenance and repairs.
- Ensure timely and accurate record-keeping of inventory and hire documentation.
- Support event and rehearsal preparations by managing necessary resources and scheduling.
- Provide day-to-day administrative support to music staff to facilitate the smooth operation of a busy music department.

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- Supply financial details to the Accounts Manager for tutor invoices, hire fees, A.M.E.B examinations, music texts/ supplies, workshops and excursions.
- Coordinate the timetabling of the Peripatetic Music Program including lesson schedules and room bookings.
- Work within and promote the legal requirements for copyright of music materials.
- Coordinate and maintain stocktake, inventory, hire forms for instruments and equipment.
- Respond to or redirect student, parent and teacher enquiries regarding the Music program as appropriate.
- Manage database of student involvement in ensembles.
- Maintain Room Booking Schedule for all practice and rehearsal spaces.
- Maintain accurate records of instrument hire and report these to the Accounts Manager.
- General administrative duties including but not limited to: preparation of materials for eisteddfods and performances, support in the preparation of music for ensembles.
- Oversee and send instruments for repair.

### Selection Criteria

The successful applicant will demonstrate:

- Qualifications and experience in music performance and instrumental music teaching.
- Experience in music administration.
- A high level of organisational and interpersonal skills.
- A high level of communication, written and verbal skills.
- Ability to find solutions through creative thinking and collaboration.
- A professional and courteous manner.
- ICT proficiency. Experience of School Management Systems is desirable.
- A sound work ethic.
- Ability to work to deadlines.
- Ability to work effectively with minimal direction and supervision.
- A willingness to be part of a team and work collegially with other staff members.
- High level of professional standards and conduct.
- Committed to uphold the vision and values of Fahan School.

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In addition, the following requirements are essential:

- Valid Working with Vulnerable Persons Registration.
- Satisfy requirements of a National Police Check.
- Permanent Australian residency.
- Current Driver's Licence.

### Work Health and Safety

Comply with the requirements of all applicable Work Health and Safety legislation and Fahan School Work Health and Safety policies and procedures.

### Code of Conduct

- Abide by Fahan School's [Employee Code of Conduct](#) in the performance of all duties.
- Maintain high standards of personal and professional conduct.
- Exercise discretion and maintain the confidence of the Fahan School Community concerning the activities of the School.

### Child Safety

The level of contact with children in this role is high and there must be adherence and a strong commitment to Fahan School's [Child Safe Program and Policies](#). Child Safe Policy. Our Child Safe Policies demonstrate the School's strong commitment to the Child and Youth Safe Standards, the National Principles for Child Safe Organisations (National Principles) and child safety, and provides an outline of the policies and practices that we have developed to keep our students safe, including from abuse or other harm.