



Application Package

Music Teacher

Maternity Leave Position

North Richmond Community Centre Inc

33 William St (PO Box 34), North Richmond NSW 2754

Ph: (02) 4571 1909 Fax: (02) 4571 3596 Web: www.northrichmond.org

Music Teacher Position

Maternity Leave

Thank you for your interest in the above position at North Richmond Community Centre Inc (NRCC).

Attached you will find:

1. A copy of the advertisement
2. The Position Description
3. A guide to preparing your application for the position

Please note:

It's important to address all the selection criteria in your application!

You can find them in the position description.

Please read through the information provided, and if you have any enquiries regarding the position or the organisation please feel free to contact North Richmond Community Centre on 4571 3748 or manager@northrichmond.org.au.

The applicants successful in obtaining an interview will be contacted by phone (please provide a contact number in your application).

This position is subject to the provision of a valid current Working with Children Check.

Please forward your application to:

Manager
North Richmond Community Centre Inc.
PO Box 34
North Richmond NSW 2754

or email it to manager@northrichmond.org.au.

Closing date: 21.02.2021

We're looking forward to hearing from you!

Advertisement



Music Teacher wanted!

Do you love teaching singing, keyboard, guitar or ukulele to children and young people?

As our lovely Music Teacher is going on **Maternity Leave** soon, we are looking for someone to continue the current lessons from **15.03.2021 - 06.08.2021**.

There may be opportunity for some ongoing employment afterwards.

You need at least one of the following:

- Music Degree / Advanced Diploma in Music / a minimum of 2 years teaching music
- Effective teaching skills
- Performance experience
- Current Working with Children Check

You are also welcome to apply if you can only teach part of the above, let us know what you can offer!

Rate of pay is SCHADS Award Level 3.1.

Number of hours and times vary each term, depending on number of students. Generally lessons are between 2.30 and 6.30pm on 2 - 3 afternoons per week during school term, currently Monday - Wednesday .

Rate of pay is SCHADS Award Level 3.1.

Please feel free to call or e-mail us with any questions.

To apply please contact us to get the application package.

Phone 02 4571 3748 or e-mail manager@northrichmond.org.au

Applications close on 21.02.2021



Position Description

Music Teacher

Maternity Leave Position

Principle Functions

To provide music tuition to children and young people as a part of the Music School Program run by North Richmond Community Centre Inc.

Our aims are to

- Provide access to low-cost music lessons to children and young people in a safe, friendly and non-competitive environment
- Give children and young people the opportunity to gain skills and confidence through performing, which will translate into other areas of their lives
- Connect children and young people in a creative way to other programs at our service that will help them make friends, build community and belong.

This position also provides opportunities for facilitating workshops, concerts and events, and for supporting the students in preparing for performances.

Accountability

- Accountable to the NRCC Manager
- Accountable to the Management Committee of North Richmond Community Centre Inc. (NRCC), through the Manager

Works and /or networks with

- Children and young people who use the service, and their families
- Manager, staff and Management Committee of North Richmond Community Centre

Salary & Conditions

- Maternity Leave position fixed term from 15.03.2021 – 06.08.2021
- Employed under the SCHCADS Awards, Level 3
- Subject to clearance of Working with Children Check
- Hours depend on numbers of students and will be held on 2-3 afternoons (currently Monday – Wednesday) during school terms
- Additional hours may available at times for specific activities

Essential Criteria

- Current Working With Children Check
- At least one of the following: Music Degree / Advanced Diploma in Music / a minimum of 2 years teaching music
- Effective teaching skills
- Performance experience in the relevant area
- Had lessons in the past in the area they wish to teach in
- Demonstrated ability to form positive relationships with children and young people with clear boundaries
- Demonstrated ability working with children and young people in general, as well as with children and young people with additional needs
- Demonstrated ability to work autonomously as a self-directed worker whilst also functioning effectively within a team environment
- Knowledge of and experience in use and set-up of sound equipment
- Available for afternoon/evening work (mainly during the school term)
- Attention to detail

Statement of Duties

Key Roles and Responsibilities:

- Develop and facilitate individual lesson plans
- Teach students in the agreed musical skill on a 1:1 basis, in a supportive, encouraging and positive atmosphere
- Communicate effectively with children and young people and their parents
- Prepare students for performances, and support them at the performances / events
- Set up of equipment for events when required
- Maintain up to date attendance and payment records for lessons and liaise with Finance Worker on a regular basis regarding invoicing and payments
- Facilitate group workshops when required, in consultation with the Youth Development Worker
- Participate in team meetings as required
- Contribute to media and promotions for music school and events

General

- Be aware of and follow NRCC's Policies & Procedures
- Uphold the professional and ethical standards of NRCC by abiding by the Code of Conduct
- Work as part of a team with the other staff at NRCC

Additional

On occasions Music Teachers may be offered to assist with general Youth Work.
The same employment conditions apply.

Agreement

In signing this document, I signify my acceptance of the conditions and duties outlined in this Position Description.

Name: _____

Signature: _____ Date: _____

Signed on behalf of North Richmond Community Centre Inc. by the Manager:

Name: _____

Signature: _____ Date: _____

A Guide to Preparing Your Application

Covering letter

The covering letter of your application should include:

- Your address, phone number and e-mail address
- The details of the position applied for
- Where and when you saw the position advertised
- Why you are interested in the position and what experience you have in that field
- How you meet the essential selection criteria

Essential and Desirable criteria

You must address each of the essential and desirable criteria.

- **Please address each criteria separately**
- Use a bold heading to identify each criteria
- **Describe how you meet each criteria with a few short paragraphs**
Give example of projects, tasks, work experience and how you were involved to support your description of how you meet the criteria
- Remember to include transferable skills and knowledge – sometimes your experience isn't directly linked to the criteria, but you have no doubt gained skills and knowledge in one context that could be applied in others
- Try to be as clear as possible on how you meet the criteria
- If you don't feel that you meet all the criteria, respond as well as you can and indicate a willingness to pursue further professional development where needed

Resume

This is a brief outline of the main details of your working life. It should provide a clear and concise statement of your work experience and qualifications.

Resumes should contain the following basic information:

- Full name
- Your address
- Contact telephone numbers (work, after hours, mobile)
- Date of birth is optional
- Education / qualifications
- Short courses
- Employment history (in brief)
- Work experience
- Referees (names and phone numbers)