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HOURLY PAID INSTRUCTOR (HPI) GUIDELINES 2021

Successful HPI management

Here are a few guidelines that underpin a role that can lead to a happy and successful choral program in your school. As a member of your staff, music HPIs will appreciate being involved and treated as all other staff members. Please remember to greet, thank and farewell them.

The Choir Teacher

Where HPI employees take on a choir *teaching* role, the school's duty of care obligations will be met where they get supplementary support from registered teachers on the staff. This usually takes the form of active supervision for the duration of the choir lesson as well as organisational support. This allows the HPI Teacher to concentrate on delivering the music program and making the best use of their time.

Level 2 Choir Teacher rate is \$89.30/hr and is allocated 17 hours per school.

The Accompanist

Where HPI employees take on an *accompanist* role, they are regarded as a professional music resource as well as a member of your staff. Persons appointed as HPIs have been auditioned for proficiency. They are not appointed as teachers, although they may take on a teaching role or work as a co-teacher within the choir setting.

Level 3 Accompanist rate is \$73.45/hr and is allocated 15 hours per school.

The Piano

It is very important to maintain the piano by:

- tuning regularly
- keeping it covered
- cleaning the keys, and
- moving it as little as possible.

In the absence of a piano, it is expected that an electric keyboard will be provided for your accompanist.

Choir selection

Many schools give careful thought to selecting those children who are likely to be successful with the programme. In line with the PSMF policy of inclusiveness, all children who wish to participate should be allowed via a selection process based on behavioural trust and commitment rather than singing ability. This year will be a priority for Year 6 and 7 students as it will be their last opportunity to participate in the Festival.

WHS

There is a set of requirements necessary to satisfy Workplace Health and Safety guidelines. WHS & Workers Compensation arrangements are the responsibility of the school.

Good WHS practice extends to provision of:

- a quality piano/keyboard in good condition
- a moveable piano/keyboard
- a piano stool at the correct height
- proper room lighting
- a room with adequate seating for the students and free from extraneous noise

Payment

To ensure that payment is made efficiently, HPIs will submit the first 17/15 hours of claims to the Business Manager, PSMF. These claims will be on a pro-forma which keeps a log of attendance. Schools must authorise the claim by signing in the appropriate place. Schools should **NOT** submit claims directly to the department.

If your school has both an HPI Choir Teacher **and** an HPI Accompanist, only the Accompanist can be claimed through the department. The Choir Teacher will invoice the school directly.

The 17/15 hour allocation may be insufficient to provide adequate teaching time for children to be prepared for Festival Theatre. School budgets need to factor in the shortfall. The extra hours required is a matter to be negotiated between the Principal, the HPI and Choir Teacher. Please inform the Finance Officer that the hours worked beyond the first 17/15 are to be paid by the School and not through the Music Society.

Lesson cancellations

Be sure to give timely warning to your HPI if choir is to be cancelled. Besides being inconvenient for the HPI, it is a waste of your allocation if a person is paid for non-cancellation.