2027 HOURLY PAID INSTRUCTOR (HPI) GUIDELINES

Supporting Successful School Choirs

👩‍🏫 HPI ROLES & ALLOCATIONS

Choir Teacher (Level 2)
Allocation: 19 Hours per school
School Responsibilities

- Provide a registered teacher to support **ALL** rehearsals.
- Ensure student supervision and duty of care.
- Support behaviour management and organisation.

Accompanist (Level 3)
Allocation: 17 Hours per school

- Employed as a professional musician.
- **Not** employed as a teacher.
- May assist with the delivery of choir rehearsals.
- Provides musical accompaniment and rehearsal support.

✅ SCHOOL REQUIREMENTS

Equipment Checklist
☐ Piano or quality keyboard in good working order
☐ Adjustable piano stool
☐ Music stand
☐ Adequate lighting
☐ Suitable student seating
☐ Quiet rehearsal space free from distractions
Piano Care

- Tune regularly.
- Keep covered when not in use.
- Clean keys regularly.
- Minimise moving the instrument.

👥 STUDENT PARTICIPATION

The Primary Schools Music Festival promotes an inclusive approach to choir participation.
Schools should:

- Encourage all interested students to participate.
- Select students based on commitment and reliability.
- Avoid selecting students solely on singing ability.

💲 CLAIMS & PAYMENTS

Claim Submission

- Submit claims fortnightly.
- Use the approved PSMF claim form.
- Maintain accurate records of hours worked.

Email Claims To: 📧 **info.psmf528@schools.sa.edu.au**

Important
Where a school engages both an HPI Choir Teacher and an Accompanist:
✅ Accompanist hours may be claimed through PSMF.
✅ Choir Teachers invoice the school directly.

⏰ ADDITIONAL HOURS

Where additional rehearsal time is required, approval should be discussed and agreed between the:

- Principal
- Choir Teacher
- HPI

before additional hours are undertaken.

🗓️ REHEARSAL CANCELLATIONS

If a rehearsal or lesson needs to be cancelled:
✓ Notify the HPI as early as possible.
✓ Provide reasonable notice whenever practicable.

QUICK REFERENCE

Role	Classification	Allocation
Choir Teacher	Level 2	19 Hours
Accompanist	Level 3	17 Hours

CONTACT

Primary Schools Music Festival
📧 info.psmf528@schools.sa.edu.au
