



www.festivalofmusic.org.au

**South Australian Public
Primary Schools' Music Society**
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Role Statement: Hourly Paid Instructor (HPI) Choir Teacher

HPI Choir Teachers play an integral role in the development of choirs participating in the Primary Schools' Music Festival (PSMF) program.

This document should be read in conjunction with the Choir Support and HPI Accompanist Role Statements. All staff must be familiar with the PSMF Professional Conduct Standards and the documents referred to within those standards.

The role of the HPI Choir Teacher is to:

- ✚ work collaboratively with School Support staff and, where present, an accompanist;
- ✚ teach and rehearse the choral repertoire, including any other aspects involved in the presentation of the Festival;
- ✚ encourage and support students in developing their skill and talents; and
- ✚ encourage students to take advantage of opportunities as a solo, host, orchestra/troupe member or guest artist.

Skills required by HPI Choir Teachers

- ✚ Use appropriate teaching strategies that include physical preparation of the students for choir sessions, attention to the care of the students' voices including changing voices, and other related issues.
- ✚ Use appropriate positive behaviour management strategies as outlined in the PSMF Behaviour Management document.
- ✚ Develop a positive working rapport with the students.
- ✚ Sing accurately all choral parts (pitch and rhythm).
- ✚ Model appropriate choral techniques including clear focused tone, accurate pitch, clear diction with correct vowel formation, vowel modification, abdominal breathing, breath control and smooth transition across vocal registers and dynamics.
- ✚ Utilise appropriate and accurate conducting gestures that can be used to bring in the accompanist, start/stop/pause, indicate tempo/dynamics.
- ✚ Detect and rectify inaccuracies in students' pitch and rhythm.

Employment Conditions

All HPI Choir Teachers are employed by the Department for Education and are deemed to be Department employees while carrying out the duties associated with the HPI Choir Teacher role. The PSMF facilitates their placement in schools. HPI Choir Teachers may work in a school by themselves or with an HPI Accompanist.

The HPI Choir Teacher is responsible to both the Manager and the Director of Music of the PSMF. The Manager

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is responsible for the conduct of the HPI Choir Teacher. The Director of Music is responsible for the standard of musical work and development of the HPI Choir Teacher, and provides written feedback at Performance Management meetings.

The PSMF allocates a prescribed number of HPI hours for each school. These hours may be topped up from school resources at their discretion.

HPI Choir Teachers working with an accompanist should invoice the school directly for their services.

HPI Choir Teachers should be under the supervision of a **registered teacher at all times**.

Responsibilities of the HPI Choir Teacher

- ✚ Behave according to the PSMF Code of Conduct.
- ✚ Attend Conferences #1 (Term 1) and #2 (Term 2) and connect with Choir Support.
- ✚ Liaise with the Choir Support and Accompanist to establish the rehearsal schedule and expectations.
- ✚ Confirm rehearsals times, days and dates in advance noting school closures, sporting event clashes etc.
- ✚ Advise the school promptly of any dates you are unavailable.
- ✚ Plan the curriculum to ensure that the repertoire is taught within identified timelines.
- ✚ Develop singing, choral and performance skills.
- ✚ Liaise with the accompanist with regard to choir session planning and content.
- ✚ Bring to the attention of appropriate personnel any situation which threatens the safety of the students.
- ✚ Be aware of responsibilities as a mandated notifier.
- ✚ Submit accurate pay claim documentation promptly with the Administrator, PSMF, and keep accurate records of hours worked and claimed.
- ✚ Arrive on time and be ready to begin rehearsals at the allotted time.

Responsibilities shared with the School Choir Support

- ✚ Teach specific choir etiquette eg. sitting/standing tall, watching conductor, responding to cues, etc.
- ✚ Keep up to date with communication sent to schools and the information on the website.
- ✚ Disseminate information regarding opportunities as a solo, host, orchestra/troupe member or guest artist, and support successful students in preparation for their performance.
- ✚ Organise choir attendance at Festival of Music rehearsals and performances.
- ✚ Practise duty of care.
- ✚ Organise piano tuning, maintenance, adjustment and cleaning.
- ✚ Ensure adequate lighting, seating and ventilation for the accompanist.
- ✚ Identify and facilitate school and community performances.
- ✚ Check choir photo is taken and submitted according to all instructions.

Responsibilities shared with the Accompanist

- ✚ Develop the structure and format of choir rehearsals, along with strategies which may improve the teaching of the choir such as placement/position of voiced and piano/choral warm up routines to improve vocal techniques.
- ✚ Ensure the expected choral standard (rhythm, pitch, melody, tempi, lyrics, pronunciation) is achieved.
- ✚ Develop a common language of communication to ensure everyone knows the responsibilities of their role.