



## Hourly Paid Instructor (HPI) Choir Teacher Role Statement

HPI Choir Teachers play an integral role in the development of choirs participating in the Primary Schools Music Festival (PSMF) program. They must hold a current Working with Children Check, Responding to Risks of Harm, Abuse and Neglect – Education and Care Certificate and hold a current Authority to Work letter from the Department for Education.

**This document should be read in conjunction with the school-based Choir Support and the HPI Accompanist Role Statements, should the latter be allocated to the school. 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 Choir Support and, where allocated, an accompanist
- teach and rehearse the choral repertoire, including any other aspects involved in the presentation of the Festival; such as choreography, Auslan signing, block moves
- encourage and support students in developing their skills and talents
- encourage students to take advantage of any performance opportunities including soloist, host, orchestra/troupe member or Guest Artist.

### Skills required by HPI Choir Teachers

HPI Choir Teachers must have the ability to demonstrate:

- appropriate teaching strategies that include physical preparation of the students for choir rehearsals, attention to the care of the students' voices including changing voices, and other related issues
- appropriate positive behaviour management strategies as outlined in the PSMF Behaviour Management document
- ability to develop a positive working rapport with the students
- accurate singing of all choral parts (pitch and rhythm)
- modelling of 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
- appropriate and accurate conducting gestures that can be used to bring in the Accompanist, to start/stop/pause and indicate tempo/dynamics
- the detection and rectification of 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 also work with an HPI Accompanist in some schools.

The HPI Choir Teacher is responsible to both the Manager and the Director of Music of the PSMF. The PSMF Manager is responsible for the conduct of the HPI Choir Teacher. The PSMF 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 allocate a prescribed number of HPI hours for each school which are paid for by the Department. These hours may be topped up from school resources at their discretion and on negotiation with the school.

HPI Choir Teachers who work with an HPI Accompanist must invoice the school directly for their services.

HPI Choir Teachers should be **always under the supervision of a registered Teacher.**

#### **Responsibilities of the HPI Choir Teacher:**

- behave according to the Department's Code of Conduct (can be found on our website)
- attend Conference 1 (Term 1) and Conference 2 (Term 2) and connect with the School Choir Support
- liaise with the School 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
- follow curriculum plans to ensure that the repertoire is taught within identified timelines
- develop singing, choral and performance skills
- liaise with the Accompanist (if allocated) about choir rehearsal 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 fortnightly to the PSMF Office Administrator 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 information on the website and the App
- disseminate information regarding all performance opportunities, including as a soloist, 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 always
- if using a piano organise piano tuning, maintenance, adjustment, and cleaning
- if using the App organize speakers and Bluetooth connectivity
- ensure adequate lighting, seating, and ventilation for the Accompanist (if allocated)
- identify and facilitate school and community performances
- check choir video is taken and submitted according to PSMF instructions
- promote the Festival of Music website and the App to students and the school IT person.

#### **Responsibilities shared with the Accompanist:**

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