



# 2022 Hourly Paid Instructor Information

## 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.

## 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 the same registered teacher on the staff. The onsite Choir Support Teacher takes the form of active supervision during the choir lesson as well as organisational support. The HPI Choir Teacher concentrates on delivering the music program and making the best use of their time.

An HPI level 2 Choir Teacher is allocated 17 hours per school.

## The Accompanist

Where HPI employees take on an **Accompanist** role, they are regarded as a professional musician. Persons appointed as HPI Accompanists have been auditioned for proficiency. They are not appointed as teachers, although they may take on a supporting teaching role or work as a co-teacher within the choir setting.

An HPI level 3 Accompanist is allocated 15 hours per school.

## The Piano/Keyboard

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* an electric or digital keyboard will be provided for your Accompanist.

A music stand is essential for choir rehearsals.

## Choir selection

Many schools give careful thought to selecting those students who are likely to be successful with the programme. In line with the PSMF policy of inclusiveness, all students who wish to participate should be allowed via a process based on behavioural trust and commitment rather than singing ability.

## 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
- music stand
- proper room lighting
- a room with adequate seating for students and free from extraneous noise

## Payment

To ensure efficient payment is made, HPIs must submit the first 17/15 hours of claims to Kendall Carter at [info.psmf528@schools.sa.edu.au](mailto:info.psmf528@schools.sa.edu.au).

These claims will be on a pro-forma and the HPI must keep a log of hours worked. Schools must authorise the claim by signing in the appropriate place. Schools do **NOT** submit claims 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 need to invoice the school directly.

The HPI allocation may be insufficient to provide adequate teaching/learning time for students to be prepared for the Concert Series. The extra hours required is a matter to be negotiated between the Principal, the HPI and Choir Teacher. Please inform the Finance Officer at the School the hours worked beyond the first 17/15 which are to be paid by the school, not through the Music Society.

### \*\*\* Choir Rehearsal Cancellations \*\*\*

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