



Role Statement: Choir Support

The Choir Support person plays an important role in the administration of Festival Choir at their school. They are to liaise with the HPI Choir Teacher, school and accompanist to promote and maintain the profile of the choir in the school community, encourage and support students in developing their skill and to take advantage of performance opportunities (in roles such as soloists, comperes, assisting artists or members of orchestra or troupe). This document should be read in conjunction with the HPI Choir Teacher and Accompanist Role Statements. All staff must be familiar with the PSMF Code of Conduct.

Responsibilities of the Choir Support are to:

- ✓ adhere to the PSMF Code of Conduct
- ✓ attend Friday morning of Conference #1 (Friday of Week 2, Term 1)
- ✓ keep up to date with communications sent to schools and on the web page
- ✓ liaison between HPI Choir Teacher and students and staff of the school
- ✓ communicate with parents and school community
- ✓ bring to the attention of appropriate personnel any situation which threatens the safety of the students
- ✓ arrive on time and be ready to begin rehearsals at the allotted time
- ✓ identify and facilitate school and community performances
- ✓ disseminate permission slips and resources
- ✓ collection of money
- ✓ organise transport to choir events
- ✓ organise processes, procedures and events with due reference to school and PSMF timelines and calendars
- ✓ communicate and negotiate with choir personnel and the school community
- ✓ use positive behaviour management techniques that are in line with schools and DECD policies
- ✓ develop a positive working rapport with students, the HPI Choir Teacher and accompanist (if present), by:
 - ✓ liaising with the HPI Choir Teacher and the school before the first choir session to establish the rehearsal schedule, and
 - ✓ Confirming times, dates and days in advance with the HPI Choir Teacher, noting school closures, sporting event clashes etc.

Responsibilities shared with the HPI Choir Teacher:

- ✓ Dissemination of information regarding opportunities as a solo, orchestra or troupe member, compere or assisting artist and the support of successful students in preparation for their preparation for their performance
- ✓ Organisation of choir attendance at Festival of Music rehearsals and performances
- ✓ Duty of Care
- ✓ Organisation of piano tuning, maintenance, adjustment and cleaning
- ✓ Adequate lighting and seating for the Accompanist

Conflict Resolution

The [DECD Education Complaint Policy](#) sets out a structure for managing the resolution of complaints involving DECD employees. There is a focus on the achievement of positive outcomes and minimising negative impacts on working relationships.

The first step in resolving any difficulties is to approach the person directly to discuss the conflict.

If the situation cannot be easily resolved, the Choir Support should approach the School Principal and/or the Manager of the Primary Schools Music Festival Support Service. If the Choir Support has a concern about the conduct of any party which compromises the safety and welfare of students they should approach the School Principal.

Parent complaints should be dealt with according to Primary Schools Music Festival Behaviour Management Policy.