

COMMUNICATION

For positive learning outcomes to be achieved, rapport needs to be developed between the HPI Choir Teacher, Accompanist and School Support Person. This will require an understanding and respect for each person's needs, roles, responsibilities and priorities.

HPI Choir Teachers need to:

- Liaise with the accompanist and the school before the first choir session to establish the rehearsal schedule
- Confirm times, days and dates in advance noting school closures, sporting event clashes etc. Schools should be advised in advance of any known HPI Choir Teacher absences
- Discuss the structure and format of choir session with the accompanist
- Bring inaccuracies in playing to the attention of the accompanist at an appropriate time and in a positive manner

CONFLICT RESOLUTION

The *Complaint Resolution for Employees 2007* 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 HPI Choir Teacher may approach the School Principal, the Manager or Director of Music of the Primary Schools Music Festival Support Service.

If an HPI Choir Teacher 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 <http://www.festivalofmusic.org.au/GeneralPdfs/ParentComplaintBrochureDECD.pdf> and

<http://www.festivalofmusic.org.au/GeneralPdfs/ParentComplaintBrochureFofM.pdf>

QUALITY MANAGEMENT

The Manager 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.

EMPLOYMENT CONDITIONS

All HPI Choir Teachers are employed by the Department of Education and Children's Services (DECD) and are deemed to be DECD employees while carrying out the duties associated with the HPI Choir Teacher role. The Primary Schools Music Festival facilitates their placement in schools.

HPI Choir Teachers may work in a school by themselves or with an HPI Accompanist.

All HPI Choir Teachers are paid at an HPI Level Two .

If the HPI Choir Teacher is working by themselves this payment is made in two parts:

1. DECD pays the HPI Choir Teacher at an HPI Level Three .
2. The school at which they are placed pays the difference between the Level Two and Level Three rate. HPI Choir Teachers should arrange billing processes directly with schools for this part of their payment. Information on current pay levels is available from the Primary Schools Music Festival.

The Primary Schools Music Festival Support Service allocates a prescribed number of HPI Level Three hours for each school. The amount of hours may be topped up from school resources.

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

HPI Choir Teachers should be supported by a registered teacher at all times.

The HPI Choir Teacher is responsible to both the Manager and the Director of Music of the Primary Schools Music Festival Support Service.

This document should be read in conjunction with the: HPI Accompanist Role Statement/ School Support Person Role Statement, Behaviour Management and the PSMF Code of Conduct.

People wishing to work as HPI Choir Teachers should in the first instance contact:

The Manager
Primary Schools Music Festival Support Service
Klemzig Primary School
2 Hay Street, Klemzig 5087
Tel: 8261 5438 Fax: 8261 9799

For further information please visit:

www.festivalofmusic.org.au

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PRIMARY SCHOOLS MUSIC FESTIVAL



Role Statement for HPI Choir Teachers



Government of South Australia

Department for Education and
Child Development

HPI Choir Teachers play an integral role in the development of the Festival of Music program, which is jointly managed by the Primary Schools Music Festival and the SA Public (Primary) Schools Music Society.

ROLE

The role of the HPI Choir Teacher is to:

- work collaboratively with the School Support Person 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
- encourage students to take advantage of opportunities as a solo, compere, orchestra or troupe member or assisting artist

Responsibilities of the HPI Choir Teacher

- Behave according to the PSMF Code of Conduct
- Attend the Choir Teachers' conferences in February and May
- Plan the curriculum to ensure that the repertoire is taught within identified timelines
- Develop singing, choral and performance skills
- Become familiar with the contents of the Handbook and observe timelines
- Keep up to date with communications sent to schools and on the web page
- Liaise with accompanists 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 Primary Schools' Music Festival 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

Accompanist

- Ensure the expected Choral standard (rhythm, pitch, melody, tempi, lyrics, pronunciation)
- Discuss strategies which may improve the teaching of the choir such as placement/ position of the voices and piano and choral warm up routines to improve vocal techniques

Responsibilities shared with the School

Support Person

- Behaviour management of students
- 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 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, seating and ventilation for the Accompanist
- Identify and facilitate school and community performances

SKILLS

HPI Choir Teachers contribute to the delivery of the program by being able to:

- 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 positive behaviour management as outlined in the PSMF Behaviour Management document
- Develop a positive working rapport with the students
- Sing accurately all choral parts (pitch and rhythm)

Skills continued:

- Model appropriate choral techniques including:
Clear focussed tone
Accurate pitch
Clear diction with correct vowel formation
Vowel modification
Abdominal breathing
Breath control
Smooth transition across vocal registers and dynamics
- Appropriate conducting gestures that provide accurate communication with the choir and accompanist including:
Bringing in the Accompanist
Start, stop and pause
Indicate tempo and tempo changes
Indicate dynamics
Musical interpretation
- Detect and rectify inaccuracies in students pitch and rhythm

RESPONSIBILITIES OF THE SCHOOL SUPPORT PERSON

- Liaison between HPI Choir Teacher and students and staff of the school
- Permission slips, collection of money, dissemination of resources
- Transport
- Communication with parents and school community