

Wellington Girls' College

Job Description

Itinerant Music Teacher (IMT)

Responsible to:	Head of Department and, if applicable, Teacher in Charge of subject
Functional Relationships with:	Students, Deans, Senior Management Team, Parents, Music Administrator, Arts Coordinator, Subject Association
Terms of engagement:	TBA, approx. 5 hours pw
Terms of Employment:	As per the Secondary Teachers' Collective Agreement
E.E.O. statement:	Wellington Girls' College is an equal employment opportunities

Role Purpose

To provide high-quality vocal or instrumental training to students, fostering musical growth and technical proficiency. The role supports the performance components of the New Zealand Curriculum and prepares senior students for NCEA performance standards.

Key Responsibilities

Teaching & Learning

- **Individual & Group Tuition:** Deliver effective lessons (usually 20–30 minutes) tailored to students' skill levels, from beginners to advanced.
- **NCEA Support:** Select appropriate repertoire and mentor students for NCEA solo and group performance assessments.
- **Ensemble Coaching:** Lead or assist with choirs, school bands, orchestras, or chamber music groups.
- **Curriculum Integration:** Ensure lessons align with the *Arts* learning area of the New Zealand Curriculum.

Administration & Student Management

- **Attendance & Reporting:** Maintain accurate rolls and provide regular progress reports to parents, the Music Administrator and the Head of Department (HOD) Music.
- **Resource Management:** Monitor the condition of school instruments and advise on repairs or new purchases.

Professional Contribution

- **School Culture:** Contribute to the co-curricular life of the school (e.g., performing at assemblies, prize-givings, or local festivals).

- **Collaboration:** Work closely with the HOD Music and other itinerant staff to build a cohesive music department

Qualifications & Requirements

- **Registration:** Must hold a current **Teaching Council of Aotearoa New Zealand** registration (Full or Provisional) or a **Limited Authority to Teach (LAT)** for specialist musicians.
- **Musical Expertise:** High-level proficiency in a specific instrument or voice (typically Grade 8 Trinity/ABRSM or a relevant Performance Degree).
- **Curriculum Knowledge:** Familiarity with the NZ Curriculum and NCEA assessment framework.

Personal Attributes

- High professional and personal standards of conduct and dress
- Organised and able to work to deadlines
- Have experience with building positive working relationships with students that align with the principals of Te Tiriti o Waitangi and Mātauranga Māori.
- Genuine interest in young people and in education
- Technology literate
- The ability to work as a member of a team
- Commitment to supporting the College and the College community

This position is subject to the requirements of the Children's Act 2014.

***Wellington Girls' College is declared a smoke-free area and
has a no smoking policy for staff and students.***

Signed: Employee: _____

Principal: _____

Date: _____