



# Epsom Girls Grammar School

## Music

### Epsom Girls Grammar School Vision and Values

*Vision: Enabling students to be confident, active, resilient learners*

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

We are a thriving Music Department, part of a vibrant Arts Learning Area at Epsom Girls Grammar School. We are committed to working together as a department to provide a diverse range of learning opportunities through music. This includes a partnership between Curriculum Music, Co-Curricular Music and our valued specialist Itinerant Music Teachers. We value the arts and the crucial role it plays for all learners.

**Position:** : Music Administrative Assistant

**Responsible to:** HOD Music

**Direct involvement with:** HOD Music, Music Teachers, Students, ITM Teachers

*Values: Courage, compassion, curiosity, community*

To contribute to the development of a learning environment in which the vision, values and goals of the school may be achieved within the specific context of the Music Department and Arts Learning Area.

#### Key Tasks:

- Setting up the Itinerant Music Teaching Programme in liaison with the HOD Music and Itinerant Music teaching staff. This includes timetables and attendance, helping with instrument hire and setting up payments through our school management system. Communicating with Itinerant Teachers about calendar events.
- Using KAMAR (student management system): *entering attendance for ITM programme and other music events, creating co-curricular groups, booking spaces, printing rolls for teachers, writing student daily notices*
- Trip organisation: *booking trips – accommodation, buses, meals, information for students, EOTC, RAMS, permission slips and payments*
- Concert planning: *designing promotional material, ticketing, programmes, slideshows, stage plans, runsheets and assistance with set up and stage management*
- Bookings: *for curricular and co-curricular practices and performances etc through facilities manager and theatre management*
- Day to day administration including checking messages and emails, keeping the department calendar up to date
- Photocopying and preparing sheet music for co-curricular groups
- Assisting with orders and accounts
- Department maintenance and tidying
- Assisting in correspondence across the school and community including curating information for the school newsletter.

- Social media and promotion: *updating the music pages with photos, important information, news and upcoming events*
- Assisting HOD in compiling moderation and annual report

**The successful applicant should be an experienced teacher who:**

- Have excellent computing skills
- Be organised and reliable
- Demonstrate adaptability
- Show initiative and attention to detail
- Will enjoy working with both staff and students as part of a collegial team
- An interest and background in music would be a strong advantage
- Share in the philosophy of the school and the importance of Music as an important part of education
- Hold personal and professional values that are inclusive of all students and their diverse backgrounds and model these appropriately both in your interaction with students in the department and in the wider school
- Respect and act on group decisions while communicating very effectively with colleagues
- Value professional development opportunities and be committed to continued development.

Please direct any questions about this position to:

Virginia Le Cren

HOD Music

Epsom Girls Grammar School

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