



Rockhampton Girls Grammar School

Est 1892

ROLE DESCRIPTION

VOCAL COACH

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland. Opening in 1892, Girls Grammar has served and supported the education of girls and young women for over 130 years.

Rockhampton Girls Grammar School is a learning community founded on a commitment to 'Learning for Life'. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

OUR CONTRIBUTION TO SOCIETY

At Rockhampton Girls Grammar School, we have an unwavering dedication to educate and nurture influential young women who contribute passionately and confidently to our diverse and ever-changing society.

OUR PURPOSE

Our purpose is to empower and inspire confidence in young women to create and embrace every opportunity.

OUR MISSION

Our mission is to foster a connected community that develops clever and confident young women.

OUR VALUES

Staff and students are expected to display the following behaviours that are at the core of our School:

- **Connection** - We foster meaningful relationships that create a strong, supportive community among students, staff, families, and alumni.
- **Integrity** – We uphold the highest standards of honesty, respect, and accountability, ensuring our actions align with our words.
- **Confidence** – We empower our students to believe in their abilities, embrace challenges, and lead with courage in all aspects of life.
- **Curiosity** - We inspire a lifelong love of learning, encouraging our students to ask questions, explore ideas, and seek solutions.
- **Traditions** – We honour the rich heritage of our school, embracing the values and practices that shape our unique identity.

OUR MOTTO

Non Scholae Sed Vitae - Not only for school but for life we are learning.

THE ROLE

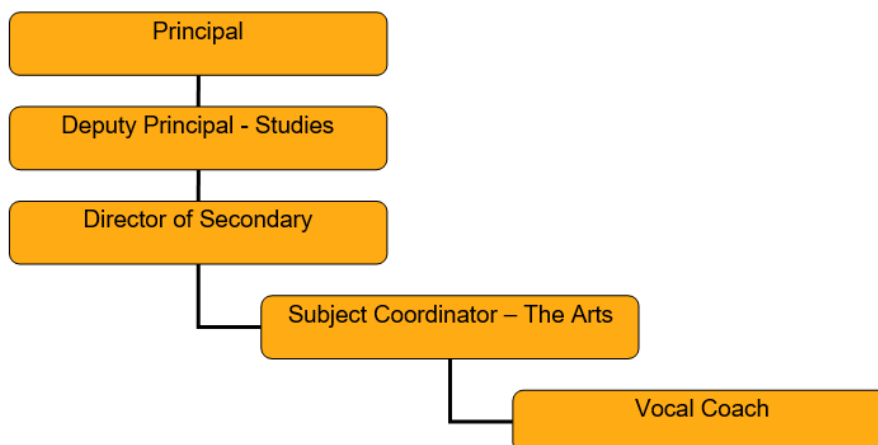
Position Title: Vocal Coach
Employment Type: Casual Appointment (Term time only)
Reports to: Subject Coordinator – The Arts
Date prepared: 25 February 2025

POSITION OBJECTIVE

As a Vocal Coach at Rockhampton Girls Grammar School you will be required to provide one-on-one lessons to students from Years P – 12, inspiring and developing the vocal abilities of students through personalised instruction, whilst fostering a supportive and engaging learning environment.

The Vocal Coach will utilise their expertise in vocal techniques, performance skills, and music theory to help students achieve their individual goals, whether for personal enrichment, professional development, or competitive performance. The coach will also stay current with industry trends and continuously refine their teaching methods to ensure the highest quality of vocal education.

ROLE ACCOUNTABILITY



ROLE REQUIREMENTS

- Create an environment of active and genuine learning by employing a range of teaching strategies that meet the needs of all students.
- Monitor each student's progress and keeping the student and parents informed of progress.
- Complete student reports each Semester.
- Conduct vocal lessons by providing individual and group sessions tailored to the needs and goals of each student.
- Develop and implement structured lesson plans that cover vocal techniques, music theory, and performance skills.
- Regularly assess student progress and provide constructive feedback to help them improve.
- Assist students in preparing for auditions, recitals, competitions, and other performances.
- Maintain detailed records of student attendance, progress, and achievements.
- Stay updated with industry trends and continuously update teaching methods and materials to reflect current best practices in vocal coaching.
- Foster a positive and encouraging learning environment that motivates students to reach their full potential.
- Collaborate with other music teachers and staff to coordinate curriculum and performance opportunities.
- Build and manage a roster of students based on enrolment numbers, ensuring optimal scheduling and resource allocation ensuring no timetable conflicts.
- Engage in ongoing professional development to enhance teaching skills and stay informed about advancements in vocal pedagogy.

KEY CHARACTERISTICS

- A deep love for music and singing, and a genuine enthusiasm for teaching and helping students grow.
- The ability to remain calm and supportive, even when students face challenges or progress slowly.
- A positive attitude that motivates and inspires students to achieve their best.
- A strong understanding of vocal techniques, music theory, and performance skills.
- The ability to tailor teaching methods to suit the individual needs and learning styles of each student.
- Excellent verbal and written communication skills to effectively convey instructions and feedback.
- Strong organisational skills to manage lesson plans, schedules, and student progress.
- An understanding and compassionate approach to teaching, recognising the unique challenges and goals of each student.
- A commitment to maintaining high standards of professionalism in all interactions and responsibilities.
- The ability to develop engaging and innovative teaching methods and materials.

ESSENTIAL QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- Relevant certifications or experience in vocal coaching or music education are advantageous.
- In-depth understanding of vocal techniques, music theory, and performance skills.
- Familiarity with various musical genres and styles.
- Knowledge of vocal health and techniques to prevent strain or injury.
- Proven experience as a vocal coach or in a similar role, with a track record of successful student outcomes.
- Experience in live performance and an understanding of stage presence and performance techniques.
- Experience working with students of different ages and skill levels.
- Experience in preparing students for auditions, recitals, competitions, and other performances.

OTHER DUTIES

- Promote the interests of Rockhampton Girls Grammar School.
- Serve the School diligently and faithfully.
- Attend scheduled events and staff meetings as required.
- Undertake supervision of students as required.

ESSENTIAL COMPETENCIES

- Ability to clearly convey instructions and feedback to students.
- Ability to build rapport with students and create a supportive learning environment.
- Flexibility in teaching methods to accommodate different learning styles and needs.
- Ability to remain calm and supportive, even when students face challenges.
- Innovative approach to developing engaging lesson plans and teaching materials.
- Strong ability to manage lesson plans, schedules, and student records.
- Expertise in vocal techniques, music theory, and performance skills.
- Commitment to maintaining high standards in all interactions and responsibilities.
- Ability to inspire and encourage students to achieve their best.
- Commitment to ongoing professional development and staying current with industry trends.

MANDATORY REQUIREMENTS

The successful application is required to:

- hold a valid Blue Card from the Commission for Children and Young People and Child Guardian or be eligible to obtain one;
- comply with the School's Child Protection Policies, Staff Code of Conduct, and all relevant policies and procedures;
- promote Rockhampton Girls Grammar School inside and outside the school community;
- work harmoniously with other employees with due regard to their rights and employment conditions under the School's enterprise agreement and Fair Work legislation;
- take appropriate care to always represent the School in a professional manner (in appearance, speech, dress, etc.);
- adhere to the School's Child Protection Policies, Staff Code of Conduct, policies and procedures;
- report any suspected cases of child abuse in accordance with the School's policies; and
- complete mandatory compliance training, including Child Protection and Anaphylaxis training, within two weeks of commencement and annually thereafter.

WORKPLACE HEALTH AND SAFETY

All Rockhampton Girls Grammar School employees are responsible and accountable for:

- ensuring their own health and safety by taking reasonable precautions;
- avoiding actions or omissions that may negatively impact the health and safety of others;
- following reasonable instructions to ensure compliance with the Workplace Health and Safety Act 2011;
- adhering to workplace health and safety policies and procedures;
- actively participating in workplace health and safety initiatives;
- identifying and reporting health and safety risks, accidents, incidents, injuries, and property damage; and
- properly using designated personal protective equipment.

APPRAISAL/ REVIEW CONDITIONS

As a member Rockhampton Girls Grammar team, you will be required to participate in regular feedback conversations.

ACKNOWLEDGEMENT

This Role Description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. This Role Description may be updated from time to time. You will also be required to perform any other duties that the Principal may direct you to perform which could be reasonably considered relevant to the position.

ACCEPTANCE

I, (Print Name) _____, accept the offer of employment on the conditions stated above.

I acknowledge that I have received a copy of the Vocal Coach Role Description.

Vocal Coach
Rockhampton Girls Grammar School

Date