

# POSITION DESCRIPTION

Accompanist



**MATTHEW  
FLINDERS**  
Anglican College



# JOB CLASSIFICATION

<b>Position title:</b>	Accompanist
<b>Reports to:</b>	Director of Music
<b>Employment type and tenure:</b>	Permanent, Part-time Term-time (0.4 FTE) Position <i>This position will see the incumbent work an average of 15-20 hours per week during school term time in line with the school music, tuition and performance schedule. This will include mornings, afternoons, and some weekends or school holidays as required from time to time.</i>
<b>Department / School:</b>	Secondary School
<b>Location:</b>	Stringybark Road, Buderim, Queensland
<b>Industrial instrument:</b>	The Queensland Anglican Schools Enterprise Agreement 2021
<b>Position classification:</b> Educational Services (Schools) General Staff Award 2020	Instructional Services Grade 5 <i>This position will be salaried <u>above award entitlements</u> and paid commensurate with experience.</i>
<b>Last updated:</b>	November 2024

## ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1400 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

### Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

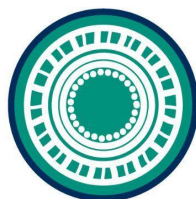
### Our Vision

To Educate for Excellence in Learning and Life.

### Our Values



**Compassion:** We are aware of suffering and are motivated to treat others with kindness, care and understanding.



**Courage:** We act bravely to overcome our fears, accept challenges and learn from our mistakes.



**Integrity:** We act with honesty, moral strength and grace, guided by humility and compassion.



**Respect:** We have a high regard for self and others, and for the wider community, and treat each other accordingly.

# ABOUT THE POSITION

## Position summary

The Accompanist provides essential piano accompaniment and support across the College's music programs, including choir rehearsals, secondary classroom assessments, and a variety of performances and events. In addition to accompaniment responsibilities, this role includes providing private studio tuition to students and actively driving engagement within the piano program.

The Accompanist will play a key role in inspiring student interest and developing technical skills, fostering a positive and growth-focused environment. Flexibility is required, as the hours are unevenly distributed throughout the year, including attendance at events, camps, and rehearsals.

## Primary relationships

- Report directly to the Director of Music
- Collaborate with Choir Conductors, Music Teachers, Music Program Staff, and Students
- Liaise with parents and families of students and the community

## Main responsibilities

### Provide Accompaniment for Choir Rehearsals

- Accompany choir rehearsals scheduled for a minimum of 4 hours per week on Tuesday, Thursday, and Friday mornings from 7:00 to 8:30 am.
- Ensure timely arrival and readiness for rehearsals, maintaining a professional standard of accompaniment that supports vocal instruction and group cohesion.
- Assist choir conductors by providing feedback on musical phrasing, dynamics, and tempo as appropriate to enhance overall choir performance.

### Accompany Secondary Classroom (Curriculum) Assessments

- Accompany students during secondary classroom assessments.
- Collaborate with music teachers to prepare suitable repertoire and provide accompaniment that complements assessment criteria.
- Maintain confidentiality and integrity during assessments, ensuring students receive fair and consistent support.

### Event and Performance Support

- Attend and accompany College events, performances, and camps.
- Act as a reliable and adaptable accompanist for a variety of school functions, ensuring preparedness to perform at a high standard across genres.
- Coordinate with event organisers to confirm schedules and repertoire, contributing to smooth, professional presentations.

### Conduct Private Studio Tuition and Drive Engagement in the Piano Program

- Provide private studio tuition for an expected 10–12 students averaging 5–6 hours per week, with flexible scheduling to suit the College timetable.
- Establish a supportive and motivating learning environment, fostering students' technical and expressive growth on the piano.
- Actively engage students in the piano program by encouraging regular practice, setting individualised goals, and celebrating progress.

- Promote the piano program within the College, creating opportunities for students to showcase their skills and develop confidence through internal recitals and events.

#### **Preparation and Repertoire Development**

- Prepare for all rehearsals, events, and student performances, ensuring familiarity with diverse genres and styles.
- Select and adapt repertoire in collaboration with music teachers to meet the learning objectives of students and support curriculum requirements.
- Remain proficient in sight-reading and stylistic flexibility to handle diverse accompaniment demands across classical, contemporary, and popular music genres.

#### **Collaborate with Music Teachers and Conductors**

- Work closely with music teachers and conductors to provide technical and expressive support to students during rehearsals and performances.
- Offer input on rehearsal techniques and performance preparation, helping students improve their musicality and stage presence.
- Communicate effectively with teaching staff to align rehearsal goals and support students' learning trajectories in both group and individual settings.

#### **Coordinate with Staff, Students, and Parents on Performance Schedules and Expectations**

- Communicate performance schedules, rehearsal times, and expectations clearly to students, staff, and parents to ensure alignment and preparedness.
- Foster positive relationships with students and parents by offering progress updates and being approachable for queries.
- Adapt to schedule changes and unexpected performance needs, demonstrating flexibility and commitment to the program's success.

#### **Foster a Positive and Supportive Learning Environment**

- Create an inclusive atmosphere that builds students' confidence and encourages them to participate fully in the music program.
- Engage students by setting personalised goals and recognising achievements, supporting their growth as musicians.
- Encourage a sense of teamwork and respect among students within the music department, contributing to a cohesive and inspiring learning environment.

## **ABOUT YOU**

### **Person specification**

#### **Essential qualifications**

- Diploma, Bachelor or Postgraduate qualifications in Music, Teaching or similar are highly advantageous, not essential.
- Positive notice from a Working with Children Check (Qld Blue Card or Exemption Card).
- First Aid and CPR Qualification.
- Advanced piano proficiency with the ability to perform in a range of music genres, including classical, contemporary, and popular music styles.

#### **Knowledge, experience and attributes**

- Experienced piano accompanist in educational or professional settings, ideally within primary and secondary schools.



- Skilled in accompanying choirs, ensembles, and solo performances, with experience preparing students for assessments, events, and public performances.
- Ability to select and prepare repertoire tailored to student needs and school events, adhering to copyright requirements.
- Familiar with performance and stage etiquette, including public performances and competitions, and experienced in supporting students under performance pressures.
- Knowledgeable in stage management and basic use of electronic equipment to ensure smooth performances and rehearsals.
- Strong communicator, effectively engaging with students, staff, and parents, maintaining accurate student records, and providing reports and references as needed.
- Effective team player with professionalism, courtesy, and a positive approach, fostering strong relationships and serving as a role model.
- Adaptable and professional in managing varied schedules, including early mornings, weekends, and peak performance times.
- Understanding of the Music Department's role within a school setting, with insight into its logistical and educational functions.
- Developed aural skills that support responsive accompaniment, enhancing students' phrasing, dynamics, and expression.
- Strong organisational and time management skills to balance multiple programs, rehearsals, and events.
- Committed to creating a positive, motivating environment where students feel confident and grow musically.

# STATEMENT OF COMMITMENT

## **Safeguarding our Students**

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

## **Workplace Health and Safety**

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained, hazards identified and risks are appropriately mitigated.

## **Equal Employment Opportunity**

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

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*A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.*





**Matthew Flinders Anglican College**

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**[www.mfac.edu.au](http://www.mfac.edu.au)**

*"Surrounded by our past, united by our future." Artwork by David Williams of Gillingmbaa.*