



POSITION DESCRIPTION

Title: Academic Teacher
Location: JMI – Jazz Music Institute – 47 Brookes St, Bowen Hills
Reports to: Head of School
Hours of work: Full time = 38 Hours pw

KEY OUTCOMES

- Students of JMI have a high level of satisfaction with the manner and efficiency that you deal with their requests.
- Teaching completed in accordance with instructions provided
- Objectives of the project / task satisfied
- Completed within the time specified
- All OH&S and QA requirements satisfied and checklists thoroughly completed on time
- Compliance with all applicable standards, codes, policies and procedures internal and external
- Keep classroom clean and return the furniture back to its original place
- Your work colleagues are happy with you as a team member.

KEY RESPONSIBILITIES

- To provide Academic Teaching to students
- To ensure the course outline/s and guidelines are delivered to relevant students
- To mark assessments according to set assessment criteria as per JMI policies
- To provide feedback to student assessment as per JMI policies
- To ensure record keeping and role marking is kept up to date
- To ensure that all elements within the administration of the office are kept up to date
- To ensure and record annual engagement in professional development and scholarly activity

In addition to the duties set out above, the employee may be expected to perform some other duties that may from time-to-time be assigned by the Company.

AUTHORITY LEVEL

The employee is granted the authority to perform the responsibilities described in this position description. More specific written authority may be provided as required dependent upon the position.

KEY ATTRIBUTES

- Positive “Can Do Attitude”
- Results focused not time focused
- Ability to work as part of a team.
- The position requires regular interaction with all levels within the Company and external parties.
- Ability to remain calm and positive under the pressure of continually tight deadlines and changing priorities.
- Ability to be proactive, creative and to show initiative.
- Demonstrates sound judgment.
- Contributes to the spirit of co-operation and understanding among the work group.
- Excellent communication skills, both written and oral.
- Flexible and focused.
- Confidential, discrete, tactful and professional.
- Teachable, committed, approachable and a good listener
- Accurate and attentive to detail.
- Ethical with high personal standards.
- Effective time management and organisational skills.

QUALIFICATIONS

Required

- Bachelor of Music degree preferably in jazz or have equivalent experience in the area of jazz studies
- Post-graduate qualification in music or education (up to a Level 8 AQF qualification)

EXPERIENCE

Required

- Extensive performance experience in the jazz industry
- Extensive understand of jazz music concepts and practices
- Extensive experience in teaching music

Preferred

- Experience teaching at a higher education institution

EMPLOYER	EMPLOYEE
Position:	Position:
Name:	Name:
Signature:	Signature:
Date:	Date: