

POSITION: Assistant Teacher – Music. HS
REPORTS TO: Head of Creative Arts & Music Teacher
CAMPUS: High School/Creative Arts & Music

PURPOSE

The High School (HS) Assistant Teacher for Music (Music AT) is responsible for supporting the delivery of our performance curriculum to students in an engaging, stimulating, and effective manner. The Music Assistant Teacher will be responsible for maintaining music instruments, preparing music instruments for all events, preparing materials for the classroom, and co-teaching smaller groups.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Minimum a bachelor's degree in music education or related field.
- Teaching credential preferred.
- Ability to play a musical instrument.
- Minimum three years' experience in Middle School and / or High School instrumental or band and strings programs
- Experience in repairing musical instruments and instruments setup preferred.
- Experience in supporting a wide range of music performances.
- Experience supporting performances involving other performance arts disciplines preferred.
- Demonstrates strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills, both in English and Bahasa.
- Demonstrated ability to integrate technology in response to student learning needs.
- Demonstrated ability to work well in a team and with a diverse group of students.
- A clear commitment to Child Safeguarding, classroom safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

- **Providing students with positive and appropriate learning experiences**
 - Music AT must demonstrate commitment to professional inquiry and engage in collective processes of assessment and instruction.
 - Ensure all activities comply with school safety protocols. Maintain a safe and clean environment in the music classroom.
- **Building positive interpersonal relationships**
 - Taking cover lessons in the music department as required
 - Assist the lead Music Teacher in teaching music lessons to smaller groups of students. This includes providing individual attention and support to students during lessons.
 - Promoting positive interactions among students with differing cultural, linguistic, and national backgrounds
 - (1) Fostering a sense of identity and pride in the school among students, parents and colleagues through encouraging student performances
 - (2) Maintaining an open attitude toward new ideas and accepting of others whose experiences, opinions and beliefs may differ.
 - (3) Collaborating with colleagues especially around performances including but not limited to IASAS music.
- **Seeking ongoing professional growth**
 - Continuing to acquire new learning and reflecting new learning and professional practice.
 - Engaging in opportunities for in-service and workshop offerings

- Sharing professional knowledge with colleagues
- Working closely with lead Music teachers, and other Creative Arts Department teachers to plan cooperatively and maintain a positive professional school climate within the department.
- Setting goals for professional development, taking advantage of professional development opportunities, and demonstrating current best practice in band and strings education
- **Administrative**
 - Assist in administrative tasks such as scheduling, planning, and organizing music-related activities and events.
 - Prepare and organize music materials for the classroom. This includes sheet music, lesson plans, and other teaching resources.
 - Ensure all music instruments are in good working condition. This includes regular cleaning, tuning, and repairing as necessary.
 - Responsible for setting up and preparing music instruments for all school events, concerts, and performances.
- **Communicating effectively**
 - Communicating concerns pertaining to students who may be experiencing any difficulties, including academic, social or emotional to direct supervisor.
 - Performing other related duties and assuming other responsibilities as assigned by the HS Principal and/or Head of Department

TO APPLY

Please send your cover letter, resume and 3-5 list of professional references to recruitment@jisedu.or.id