



St Francis
CATHOLIC COLLEGE

Title: **INSTRUMENTAL MUSIC COORDINATOR –
MELTON CAMPUS**

Report to: Deputy Principal – Learning and Teaching Cross Campus

REMUNERATION & TIME ALLOWANCE

Position of Leadership Allowance: POL 1

Tenure: Three years

Time Allowance: 4 periods per cycle

The Instrumental Music Coordinator is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms. • Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church. • Demonstrate a capacity to integrate Church teachings into all aspects of curriculum. • Demonstrate ability to help students understand and appreciate Catholic teachings through personal example. • Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA). • Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Be familiar with and comply with the College Child Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child safe environment for students. • Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.

STATEMENT OF DUTIES

	<ul style="list-style-type: none">• Demonstrate ability to provide duty of care for students in relation to their physical and mental faith formation.• Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.
Teaching Duties and Responsibilities	<ul style="list-style-type: none">• Be aware of MACS schools Flourishing Learners position statement – <i>Vision for Instruction</i>.• Implementation of explicit instructional practice.• Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of the Program.• Coordinate student enrolments in the Instrumental Music Program, including new Year 7 students, continuing students, and others.• Creation of term timetables for Music Tutors.• Responsible for amendments to timetables for the Music Tutors, to cover student/teacher illness, College activities such as camps, sporting events, excursions/incursions, and unforeseen changes to College activities and bell times etc.• Lesson tracking of each student enrolled in the program to ensure each student receives the required number of lessons, and students are regularly attending lessons.• Authorisation and tracking of Music Tutor payments and invoices.• Follow up with parents/carers regarding late and non-payments.• Liaise with parents/carers regarding any aspect of the Instrumental Music Program.• Liaise with Music Tutors regarding any aspect of the Instrumental Music Program including lessons, curriculum, performances, and other program events.• Investigate, plan, and implement future program expansion to incorporate woodwind and brass, including, in conjunction with relevant personnel, advertise and engage suitably qualified Instrumental Music Teachers.• In conjunction with relevant personnel, investigate, plan, and implement procedures for semester Instrumental Music Reports.• Advise Leadership of future resourcing needs for the Instrumental Music Program in a timely manner.• Maintain currency in developing best practise in wellbeing and behaviour management and present proposals to the Leadership Team for improved practise at the College.• Participate in a formal appraisal process.• Develop, implement, maintain and evaluate appropriate channels of communication between staff, parents/carers, students, and the local community.• Provide updates to the program via the College newsletter and website.• Publicly support the leadership of the College.

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> • Demonstrate professional and collegiate relationships with colleagues. • Attend all relevant College meetings, after hour events, services/assemblies, sporting events, Mass, community and faith days, and professional learning opportunities. • Maintain currency of first aid, mandatory reporting, asthma, diabetes, and anaphylaxis training. • Participate in duty supervision as rostered and other supervision duties when required. • Demonstrate professional and collegiate relationships with colleagues. • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Uphold the professional standards expected of a teacher. • Other duties as directed by the Principal.

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church. • Demonstrated capacity to integrate Church teachings into all aspects of the curriculum. • Ability to help students understand and appreciate Catholic teachings through personal example. • Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA). • Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Teaching Skills and Experience	<ul style="list-style-type: none"> • Ability to work as part of a team – highly relational. • Outstanding oral and written communication skills, including the ability to communicate with students, parents/carers, and the wider College community. • Demonstrated self-motivation and confidence with an ability to build capacity in others.

- Demonstrated ability and willingness to accept policy directives.
- Highly effective time management skills
- Demonstrated experience in the use of ICT.
- Demonstrated capacity to contribute to the strategic thinking, planning, delivery of the SIF.
- Demonstrated passion for learning and ability to share this with others.

Essential:

- Current Victorian Institute of Teaching (VIT) registration.
- Maintain accreditation to teach in a Catholic school.
- Maintain accreditation to teach Religious Education.
- CPR qualifications (training provided).