



Position Description

TITLE: INSTRUMENTAL MUSIC TEACHER – MELTON CAMPUS

Report to: Instrumental Music Coordinator – Cross Campus

Hours of Work: As required

Staff are 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).

Instrumental Music is an extracurricular program whereby students choose to enrol and undertake tuition on an instrument across the academic year. Lessons are half hour in duration and undertaken during class time.

STATEMENT OF DUTIES

Commitment to Catholic Education

- Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan Charism.
- 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 the role.
- Strive to help students understand and appreciate Catholic teachings through personal example.
- Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA).
- Demonstrate a commitment to Franciscan education formed by the Franciscan Schools Australia Framework.

Commitment to Child Safety and Wellbeing

- 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.
- Demonstrate ability to provide a duty of care to students in relation to their physical and mental wellbeing.
- Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.

STATEMENT OF DUTIES

Duties and Responsibilities

- Be aware of MACS schools Flourishing Learners position statement –*Vision for Instruction*.
- Implementation of explicit instructional practice.
- Instrumental Music teachers are expected to run regular weekly extracurricular lessons on given instruments ensuring students' ongoing musical development.
- A minimum instrumental tuition of 8 lessons per term.
- Work with students to prepare them for extracurricular performance opportunities.
- Maintain student attendance records by completing shared lesson tracking document and SIMON attendance.
- Collect students who are late for lessons from their regular timetabled class.
- Maintain regular communication with students, parents/guardians/carers regarding progress and absence.
- Inform the Instrumental Music Coordinator of student progress and lesson attendance via email.
- Communicate with parents/guardians/carers on a regular basis regarding student progress, prolonged lesson absence.
- Create term/semester lesson timetables taking into consideration events on the College calendar and ensuring that students do not miss the same subject in two consecutive weeks.
- Provide students with a term timetable in their first week of lessons and display timetable in the music room window.
- Post term lesson timetables to Microsoft Teams.
- Reschedule student lesson times for missed lessons due to school acknowledged absence due to illness.
- Manage Instrumental Music Team responding to student posts, uploading of resources, and communicating important information to students.
- Communicate student lesson times with teaching staff and parents/guardians/carers via email.
- Enter weekly student lessons as class passes on SIMON notices and Microsoft Teams.
- Complete interim and semester reports for each student adhering to dates given by the Deputy Principal of Learning and Teaching.
- Liaise with Head of Performance regarding performance opportunities for students.
- Prepare student ensemble performance items for Annual College Music and Awards evening, assemblies, and ceremonies.
- Attendance and participation at all College musical events such as the Annual College Awards evening.
- Attendance at College ensemble music camp.
- Notify the Instrumental Music Coordinator as possible if teacher will be absent, via phone and email.

STATEMENT OF DUTIES

- Notify Instrumental Music Coordinator of any changes to the students' timetable one week in advance (to enable make-up lessons, changes to days of lessons etc).
- Notify Instrumental Music Coordinator if students withdraw from Instrumental Music lessons.
- Attend regular meetings with Instrumental Music Coordinator, or as required.
- Instrumental Music Teacher should be available, if required, to assist classroom Music staff when teaching less than eight lessons per day. Instrumental Music teachers will be under the direct supervision of the classroom Music teacher and assist with rehearsing of group performance tasks.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Other duties requested by the Principal.

SELECTION CRITERIA

Commitment to Catholic Education

- Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House Charism.
- Demonstrated understanding of Church teachings and the staff members role in the mission of the Church.
- Demonstrated capacity to integrate Church teachings into all aspects of the role.
- Demonstrated ability to help students understand and appreciate Catholic teachings through personal example.
- Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).
- Demonstrated commitment to Franciscan education informed by the Franciscan Schools Australia Framework.

Commitment to Child Safety and Wellbeing

- 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.

Skills and Experience

- Appropriate Music Degree/Qualification.
 - Bachelor of Music
 - Diploma/Advanced Diploma

- Relevant music industry experience.
- Relevant teaching experience.
- Ability to articulate/demonstrate different approaches to musical pedagogy.
- Ability to work with an elevated level of autonomy and collaboratively in a team.
- Highly effective time management skills.
- Ability to prioritise and work under pressure.
- Highly effective communication skills, students, parents/guardians/carers.
- Demonstrated professional and collegiate relationships with colleagues.

Essential:

- Working with Children Check
- National Police Check
- CPR qualifications (training provided).