

POSITION DESCRIPTION

Instrumental Music Teacher

POSITION	Instrumental Music Teacher
RESPONSIBLE TO	Director of Music
EMPLOYMENT TERMS	• Employment is in accordance with terms and conditions as outlined in the Educational Services (Schools) General Staff Award 2020 • Remuneration is in accordance with the VMTA rates • Full registration with the Victorian Institute of Teaching <i>or</i> a current Working with Children and National Police Check
PREPARED BY	Principal Director of Music
ISSUE: 02	DATE: November 2024

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Instrumental Music Teachers are appointed to assist in the provision of instrumental music programs, both within the Music Curriculum and as part of the School's broader Music Program. Instrumental Music Teachers are responsible for developing programs that cater for the needs of individual students and contribute to the growth of the music program. They have the overarching goal of encouraging participation and giving students the opportunity for excellence.

The College will determine student numbers. Lesson times are to be agreed with the College, taking into account the required use of College premises and the student not being required for other curriculum activities. If agreement cannot be reached, the College will determine the lesson times.

1. Ethos

- 1.1. Work with the Director of Music to promote the Catholic and Dominican ethos of the College
- 1.2. Support the College's Mission Statement and assist in the implementation of the College's Strategic Plan and School Improvement Plan
- 1.3. Embed high expectations and encourage and support students in their endeavours to achieve their full potential in keeping with Dominican tradition

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- 1.4. Develop authentic relationships with students, staff and families and promote open dialogue
 - 1.5. Model appropriate Catholic standards of behaviour by promoting the Dominican mission and Catholic ethos of the College and participate in the liturgical life of the College
 - 1.6. Promote and use Restorative Practices in all dealings with students, colleagues and families

2. Duties

- 2.1. Teach music/instruments to students of the College (instrumental lessons) and conduct music ensembles as directed by the Director of Music.

Music instructors are to rehearse parts for ensemble pieces during instrumental lessons, prepare students for music exams where required, extend students through repertoire and technical work appropriate to the instrument and level, and prepare students for performances.

VCE instructors must prepare programs, assist with assessment and help with the written tasks
 - 2.2. Be familiar with and comply with the standards of professional practice as articulated in the Australian Institute for Teaching and School Leadership (AITSL) and the Victorian Catholic Education Authority (VCEA).
 - 2.3. Complete records of both students taught and absentees. Undertake administration work related to your teaching, including accurate student records of lessons given and registers of work
 - 2.4. Prepare term timetables for students
 - 2.5. Assess and provide written feedback for each student
 - 2.6. Keep accurate records of student attendance at lessons and ensemble rehearsals as applicable
 - 2.7. Set clear and meaningful goals for each student including the development of individual programs of repertoire for each student
 - 2.8. Prepare students for recitals, competitions, masterclasses, AMEB or internal examinations and tertiary entrance auditions where applicable
 - 2.9. Follow up student absences as per College procedures. Keeping appropriate contact with parents regarding student progress.
 - 2.10. Provide reports on student progress each semester
 - 2.11. Implement identified strategic learning and teaching priorities
 - 2.12. Be familiar with the goals and general policy of the College in academic, pastoral and disciplinary matters
 - 2.13. Implement and adhere to all relevant College policies and charters articulated in the Staff Handbook.
 - 2.14. Contribute to the development, implementation and evaluation of the Instrumental Music Curriculum.
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- 2.15. Actively integrate contemporary information and communication technologies offered by the College to enhance learning and teaching
 - 2.16. Utilise the resources made available at the College to enhance learning and teaching
 - 2.17. Provide meaningful and timely feedback to families through approved communication channels
 - 2.18. Assist at concerts, recitals, workshops and music camps as required
 - 2.19. Embed and reinforce College expectations in regard to attendance regulations, preparedness for class, approach to learning and the submission of quality work
 - 2.20. Follow up student issues with relevant staff (House Group Teacher, Heads of Student Wellbeing, Senior Pathways Coordinator etc.) when concerns arise
 - 2.21. Attend and actively contribute to faculty meetings as scheduled. If attendance at a meeting is not possible, follow up on the minutes and with the Director of Music in relation to matters covered
 - 2.22. Commit to ongoing professional development in their field and maintain accreditations as appropriate
 - 2.23. Participate in relevant professional communities and associations as appropriate
 - 2.24. Work collaboratively with faculty members to reflect on current practice and review, develop and share resources to enhance learning and teaching
 - 2.25. Enter student reporting data in a timely manner as indicated in the Assessment and Reporting Manual
 - 2.26. Other duties as designated by the Principal

3. General accountabilities for all Staff

- 3.1. Demonstrate duty of care to students in relation to their wellbeing
- 3.2. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- 3.3. Adhere to the College's professional dress code for staff
- 3.4. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- 3.5. Demonstrate professional and collegial relationships with colleagues
- 3.6. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
- 3.7. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- 3.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- 3.9. Be familiar with and comply with all College policies and procedures