



Instrumental Music Instructor

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Oxley Christian College Vision, Mission and Values Statements

Oxley Christian College vision, mission and values are, correspondingly, to:

- Delight in God's love through inspired learning.
- Provide an education for excellence within a Biblical Christian worldview.
- Engage in and promote whatever is true, good and beautiful.

1. Position Summary

POSITION TITLE:	Instrumental Music Instructor
AREA / DEPARTMENT:	Performing Arts
RESPONSIBLE TO:	Director of Performing Arts
REPORT TO:	Performing Arts & Events Administrator
QUALIFICATIONS	Teacher and formal music qualifications are preferred, and experience in instrumental music teaching is essential. Experience and willingness to work with ensembles are preferred. Previous experience in a school environment would be beneficial.
ADDITIONAL KEY RELATIONSHIPS:	Deputy Principal and Head of Secondary School, Head of Junior School, Business Manager, Teachers, Performing Arts & Events Administrator
EMPLOYMENT TYPE:	Part-time

2. Primary Objectives

- 2.1 To support and maintain the Christian ethos, demonstrate a dynamic Christian faith, demonstrate a unity of purpose and loyalty to all staff, and adhere to the policies and procedures of Oxley Christian College (the College).
- 2.2 Ability and willingness to be an effective member of the Performing Arts Department in the provision of excellent instrumental music tuition to students
- 2.3 To establish and maintain good relationships with the Performing Arts Department, parents, teachers and other staff by recognising the contribution each member makes to the College.
- 2.4 To maintain your own personal appearance to a professional standard which is appropriate within the school setting and in accordance with the approved staff dress code.

3. Position Objectives

The Specific role and responsibilities of this position are as follows:

- 3.1 To provide high-level professional expertise in Instrumental instruction.
- 3.2 Provide instrumental lessons and conduct music ensembles as directed by the Director of Performing Arts.
- 3.3 Keep accurate attendance and reporting records, in accordance with College processes.
- 3.4 Assist students in maintaining their instruments to a suitable level.
- 3.5 Set clear and meaningful goals for each student, including the development of individual programs of repertoire for each student.
- 3.6 To prepare students for external music examinations as required and requested by individual students, and for internal music examinations as required by the College.
- 3.7 To provide effective communication with parents regarding the progress and needs of individual students through the maintenance of a Student's Music Diary, written reports as required by the College and direct communication as required.
- 3.8 Prepare students for recitals, competitions, masterclasses, examinations and tertiary entrance auditions where applicable.
- 3.9 Perform with school-related ensembles, including demonstration and performance of instrumental introductory presentations, as required.
- 3.10 Assist with Music camps, performances and excursions, as required.
- 3.11 Demonstrate duty of care to students in relation to their wellbeing.

4. Personal Attributes

- The character, disposition, ability and desire to support and maintain the Christian ethos of the College.
- Commitment to constant improvement and a willingness to undertake training and professional learning and development.
- Maintain a high level of planning and organisational skills.
- Proven ability to work collaboratively within a team.
- High-level interpersonal skills and proven ability to work collaboratively within a team.
- A demonstrated commitment to the use of learning technologies in this position.

5. Occupational Health and Safety

- The incumbent is required to take all reasonable care to ensure personal safety and the safety of others who may be affected by acts or omissions of employees in the workplace. (Occupational Health and Safety Act, Clause 25.)

- The employee is required to maintain a thorough knowledge of emergency procedures and contacts.
- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to the health and safety of occupants.
- Have knowledge of and comply with the College's OHS policies and procedures.
- Comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors.
- Participate in relevant training and induction sessions.
- Report all incidents and/or potential hazards to the Performing Arts and Events Administrator and Business Manager as soon as possible.

6. Key Performance Indicators

- Positive feedback from students and parents regarding support.
- Active participation in professional development and team meetings.
- Adherence to school policies and procedures.
- Demonstrate professional and collegial relationships with colleagues.

7. Experience

Previous experience in a similar position in a school environment would be beneficial.

8. General Criteria

- Commitment to the Vision/Mission of the College.
- Demonstrate an understanding of the duties and responsibilities of the specific role.
- Demonstrate a high level of communication and interpersonal skills.
- Maintain a high level of planning and organisational skills.
- A demonstrated ability to respond proactively to school-based needs in relation to the specific area.
- Commitment to constant improvement and a willingness to undertake training, and professional learning and development.

9. Essential Requirements

- Current Victorian Employee Working with Children Check (WWCC).
- Commitment to the mission and values of Oxley Christian College.
- Active Christian faith, with regular attendance at a local church.
- Current HLTAID009 Provide CPR and HLTAID0011 Provide First Aid certificate (previously 001 and 003) or be prepared to acquire.
- Current Criminal Record Check.
- An understanding of the Oxley Christian College context and requirements for ensuring child safety.

10. Performance Appraisal

- Annual performance appraisal is carried out in conjunction with the Director of Performing Arts and Business Manager or their delegates.

11. Child Safe

- The College is a student safe environment, and takes a zero-tolerance approach to any behaviours that compromise the safety of children and young people (including child abuse and other types of reportable conduct).

- Preferred applicants will be subject to student protection screening, background and reference checks, and verification of identity checks.
- All College staff must adhere to the College's student safety practices, as outlined in the Child Safety and Wellbeing Policy, available on the College's website. This includes ensuring that staff maintain professional boundaries with students at all times.
- All staff must attend child protection training as required, and comply with their legal obligations to report concerns in compliance with applicable College policies and laws.
- All staff must demonstrate a commitment to compliance with ministerial order MO.1359 as implemented by Oxley Christian College's adoption of the child safe standards and the Oxley Christian College Staff Code of Conduct and related policies.

12. Confidentiality

- The employee must maintain a strict confidentiality with reference to all matters relating to students and staff, both within the College and outside the College, in accordance with the provisions of the Privacy Act 1988 and the Australian Privacy Principles and the College Privacy Policy, pertaining to the health and wellbeing of students, staff, parents/guardians and other visitors to the College property. In addition, it is an expectation that employees will keep their salary terms and conditions confidential.

13. Quality Assurance

- The employee is required to participate in any Quality Assurance Programs from time to time and to be committed to excellence in all aspects of care and cost containment within their area of responsibility, as part of the administrative team.

14. Special Requirements

- Some paid out-of-hours work.
- Travel and work off the College campus site.
- Compliance with appropriate legislation.
- An annual review in accordance with College performance appraisal processes.
- Attend College Open Days and all other College-public and after-hours functions as requested by the Principal (such as Staff Dedication Services, Presentation Evenings and school productions and other events).