

## ROLE DESCRIPTION

### Instrumental Music Teacher

---

<b>POSITION</b>	Instrumental Music Teacher
<b>RESPONSIBLE TO</b>	Director of Music
<b>EMPLOYMENT TERMS</b>	<ul style="list-style-type: none"> <li>• Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018)</li> <li>• Remuneration is in accordance with the VMTA rates</li> <li>• Full registration with the Victorian Institute of Teaching <i>or</i> a current Working with Children and National Police Check</li> </ul>
<b>PREPARED BY</b>	Principal Director of Music
<b>ISSUE: 01</b>	<b>DATE:</b> November 2018

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.

#### 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
  - 1.4. Develop authentic relationships with students, staff and families and promote open dialogue
-

## ROLE DESCRIPTION

### Instrumental Music Teacher

---

- 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 instrumental lessons and conduct music ensembles as directed by the Director of Music
  - 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 Catholic Education Commission of Victoria (CECV)
  - 2.3. 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
  - 2.10. Provide reports on student progress each semester
  - 2.11. Implement identified strategic learning and teaching priorities
  - 2.12. Implement and adhere to all relevant College policies and charters articulated in the Staff Handbook
  - 2.13. Contribute to the development, implementation and evaluation of the Instrumental Music Curriculum.
  - 2.14. Actively integrate contemporary information and communication technologies offered by the College to enhance learning and teaching
  - 2.15. Utilise the resources made available at the College to enhance learning and teaching
  - 2.16. Provide meaningful and timely feedback to families through approved communication channels
  - 2.17. Assist at concerts, recitals, workshops and music camps as required
  - 2.18. Embed and reinforce College expectations in regard to attendance regulations, preparedness for class, approach to learning and the submission of quality work
-

## ROLE DESCRIPTION

### Instrumental Music Teacher

---

- 2.19. Follow up student issues with relevant staff (House Group Teacher, Heads of Student Wellbeing, Senior Pathways Coordinator etc.) when concerns arise
- 2.20. 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
- 2.21. Commit to ongoing professional development in their field and maintain accreditations as appropriate
- 2.22. Participate in relevant professional communities and associations as appropriate
- 2.23. Work collaboratively with faculty members to reflect on current practice and review, develop and share resources to enhance learning and teaching
- 2.24. Enter student reporting data in a timely manner as indicated in the Assessment and Reporting Manual
- 2.25. 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