



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Instrumental Music Teacher

Title	Instrumental Music Teacher
Classification	Casual (Instrumental Teacher will Invoice College)
Length of Appointment	Casual
Reports	Music Performance Coordinator Deputy Principal Staff & Operations

Purpose of Position

The key role of the Instrumental Music Teacher (IMT) is to provide tuition on a range of instruments within the Instrumental Music Program at the College by delivering high quality individual and small group instrumental music lessons. They will also assist within the Cocurricular Music Program, and support College Music events.

The Instrumental Music Teacher will establish a strong rapport with the College community and offer service which is exemplary, reliable and in line with college values and operational principles.

The Instrumental Music Teacher is an independent contractor working in close collaboration with Music Performance Coordinator to deliver the vision and mission of Music Performance of the College. All staff engaged by the College are expected to uphold the ethos of our Catholic community, and support the wellbeing of the students, adhering to child safe standards at all times.

Key Contact

- Music Performance Coordinator

Key Duties and Responsibilities

Instrumental Tuition

Undertaking the delivery of small group and individual tuition, including but not limited to:

- planning and delivery of individual / small group lessons on a weekly basis that take into account individual differences
- communicating and scheduling lessons with students, ensuring lessons are rescheduled in the case of absence
- developing and maintaining a term-based timetable and lesson attendance through College-based online portal
- maintain records of lessons, including written feedback that reports on student progress

Catholic Regional College Caroline Springs

P: (03) 9217 8000

A: 10 College St, Caroline Springs, VIC 3023

P: P.O Box 3198, Caroline Springs, VIC 3023

W: www.crccs.vic.edu.au

E: enquiries@crccs.vic.edu.au

- participation in instrumental recruitment programs across all Year levels, in particular at Year 7
- preparation of students for performance opportunities throughout the year through the Co-curricular Music Program, evening performance events and external performance examinations as required
- communication with parents/carers as required
- direct invoicing of families for lessons on a termly basis based on the College guidelines for individual and group lesson rates
- maintenance of the Instrument Hire process in conjunction with the Music Performance Coordinator
- communication of hire instrument allocation to Music Performance Coordinator for College billing of hire costs to families

Ensemble Assistant

Participation and mentoring within the College's Co-curricular Music Program, including but not limited to;

- Punctual attendance at and active participation in the weekly rehearsals of the ensemble or ensembles allocated by the Music Performance Coordinator
- Active leadership of small group sectional rehearsals as required
- Assist with weekly ensemble setup and movement of music equipment as required
- Assist with concert and event setup as required
- Punctual attendance at and participation in lunchtime and out-of-hours College Music events as determined by the Music Performance Coordinator
- Other duties as allocated by the Music Performance Coordinator

Other Requirements

All staff engaged by Catholic Regional College Caroline Springs are expected to:

- Be supportive of the Catholic ethos of the College
- Model behaviour, which is appropriate in a Catholic school
- Adhere to Safeguarding Standards of the College
- Convey to the public a positive image of the College
- Be helpful and welcoming to visitors and members of the community
- Abide by all Policies and Procedures of the College
- Be committed to professional growth and development of excellence.

Terms of Employment

Instrumental Music Teachers (IMTs) are employed on a casual basis and are responsible for invoicing families directly for lessons based on the following payment schedule:

Lesson Type	30 minutes	Per Term (8 lessons)
Group	\$19	\$152
Individual	\$37.50	\$300
Ensemble Support	\$70 p.h	
Event support	\$70 p.h. (minimum 2 hour call for non-teaching day attendance)	

IMT send out invoices at the start of each term and payment is made directly to the Teacher. Lesson charges are reviewed by the College on an annual basis.

General Qualifications & Experience

- Valid Working with Children Check
- National Police Check
- Previous Instrumental Music teaching and ensemble experience in a Secondary School setting

Desirable, but not essential:

- Tertiary qualifications in Music or Music Education

Knowledge and Skills

- Excellent written and verbal communication, with an ability to communicate and interact positively, effectively and professionally with staff, students, parents and visitors to the College
- Excellent demonstrated organization of tasks and ability to prioritise effectively
- High level initiative and flexibility, with the ability to respond to the changing demands of the position
- Ability to work independently and collaboratively as part of a team.
- Demonstrated relevant experience and record of successful performance in a school setting
- Demonstrated ability to work both independently without supervision and within a collaborative team environment.

Personal Qualities

- A courteous and professional manner and presentation
- Empathy and cultural awareness
- Reliability and punctuality
- Discretion and an ability to maintain high levels of confidentiality
- A capacity and genuine desire to learn and apply new skills
- Ability to remain calm under pressure.

Child Safety

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.