



SACRED HEART GIRLS' COLLEGE

POSITION DESCRIPTION

INSTRUMENTAL MUSIC TEACHER

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community

Instrumental Music teachers are responsible to the Principal for the delivery of quality learning and teaching experiences that maximise learning outcomes for all students. They are expected to actively support the College mission, vision and values. Instrumental Music teachers demonstrate professional practice and behaviour according to the Victorian Catholic Education Multi-Enterprise Agreement 2018. Their engagement with the community is also consistent with the expectations outlined in the SHGC staff handbook and any other relevant policies and/or procedures.

POSITION RESPONSIBILITIES

Instrumental Music Teachers through their presence and work provide students with a child-safe environment and are 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. They will maintain a clean and safe workspace and abide by the workplace health and safety policies and procedures of the College.

Instrumental Music teachers at Sacred Heart Girls' College will:

- Actively and publicly promote and support the College, its mission, vision and values.
- Support the Catholic ethos of the College and the liturgical dimension of College life.
- Support the leadership of the College.
- Be a positive role model to students, parents, colleagues and the broader community by actively and publicly contributing to building the positive reputation of the College within and beyond the College community.
- Prepare students and participate in College functions that are deemed to be part of a staff member's professional duties such as Music Camp, Annual Music Concert and other activities as directed by the Director of Music.
- Prepare students for external exams using the AMEB syllabus
- Organise and lead rehearsals for groups and/or ensembles

- Demonstrate a commitment to promoting and achieving best practice in matters relating to instrumental music.
- Supporting the implementation of a comprehensive and sequential program for students.
- Deliver regularly scheduled lessons as per the rotating timetable.
- Complete end-of-semester reports in line with the College assessment and reporting policy and procedures.
- Demonstrate a commitment to promoting and achieving best practice in matters relating to student wellbeing and child safety by implementing College policies and practices.
- Attend and participate in meetings as required by the Director of Music
- Maintain and safeguard the privacy of students and student records.

VARIATION TO POSITION

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

Reports to	Director of Music
Internal Liaisons	Arts Learning Area staff, Music Administrator, staff, students, parents
Conditions	<p>Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity and encourages diversity in the workplace.</p> <p>Classes and times to be determined by the College in consultation with the Music Teacher.</p>
Appointment Time	Contracted for 2022 school year