



ROLE DESCRIPTION

Instrumental Music Teacher

POSITION	Instrumental Music Teacher
RESPONSIBLE TO	Director of Music
EMPLOYMENT TERMS	x



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- 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



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- 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