



*Marist-Sion College – Warragul*

# Position Description

## Instrumental Music Instructor

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning and life** in a **welcoming community**.

### STATEMENT OF DUTIES

<p><b>Position Objective</b></p>	<p>The Instrumental Music Instructor provides tuition lessons to students learning a musical instrument, including voice.</p> <p>The tuition lessons are extracurricular and in addition to curriculum-based music classes. Instrumental Music Instructor does not teach Music as part of the College’s curriculum and therefore not required to be registered with the Victorian Institute of Teaching (VIT).</p> <p>The Instrumental Music Instructor is appointed by the Principal and is responsible to the Learning Leader – Performing Arts.</p> <p><b>FTE &amp; Position Type:</b> Casual  <b>Classification Level:</b> Level 5  <b>Employment Category:</b> Category A - Education Support Employee  <b>Campus Location:</b> Warragul  <b>Award:</b> Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<p><b>Organisational Relationships</b></p>	<p><b>Reports to:</b> Learning Leader – Performing Arts  <b>Supervises:</b> Nil  <b>Internal Liaisons:</b> Students, Learning Leader - Performing Arts, Performing Arts Team, College Staff  <b>External Liaisons:</b> Members of the College Community and General Public.</p>
<p><b>Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Deliver extracurricular instruction to students on an instrument, predominantly one to one, occasional small groups.</li> <li>• Ensure student attendance is recorded in SIMON.</li> <li>• Provide information to students and parents /carers /guardians regarding student instrument or voice learnings and performance twice per term.</li> <li>• Assist the College with ensemble management, liturgies and assemblies, where appropriate.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Attend and perform as part of the College band / orchestra at College music concerts, theatre performances, gala events, as required.</li> <li>• Work under the supervision of a registered teacher when supporting students in a class, as part of the school's curriculum.</li> <li>• Build and advocate the musical life and culture of the College.</li> <li>• Prepare materials as required under the direction of the College Performing Arts Team.</li> <li>• Provide service, support and assistance to the College in accordance with the various College policies and procedures.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Assist in the provision of a child-safe environment for students.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Be open to professional development in your area of work.</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan.</li> <li>• Continue to develop ICT skills on platforms to support work.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Support the Catholic Identity of the College.</li> <li>• Understand the relevant compliance imperative.</li> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Assist with disaster response tests such as evacuations and lockdowns.</li> <li>• Attend staff meetings and after school services/assemblies, sporting events, Mass, community and faith days as required by the Principal.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Other duties as directed by the Principal and Learning Leader – Performing Arts.</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• High proficiency in instrument specialisation.</li> <li>• Excellent communication skills.</li> <li>• Ability to work individually and with others.</li> <li>• Ability to engage students in quality learning experiences and maintain sound student management practices.</li> <li>• Excellent time management and organisational skills.</li> </ul>

# Selection Criteria

## Instrumental Music Instructor

SELECTION CRITERIA	
<b>1. Commitment to Catholic Education</b>	<ul style="list-style-type: none"><li>• A demonstrated understanding of the ethos of a Catholic school and its mission.</li></ul>
<b>2. Commitment to Child Safety</b>	<ul style="list-style-type: none"><li>• A demonstrated understanding of child safety.</li><li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li><li>• Be a suitable person to engage in child-connected work.</li><li>• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li></ul>
<b>3. Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Qualification in music or equivalent experience.</li><li>• Recognised expertise as a music instructor in one or more instruments.</li><li>• A minimum of Certificate 2 in First Aid is essential (The College will provide this training if necessary).</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Experience working in an education environment.</li></ul>
<b>4. Demonstrate excellent interpersonal skills, including the ability to work with people of all ages, in particular the student body and members of the College Community.</b>	<ul style="list-style-type: none"><li>• Ability to build professional and positive rapport with staff and students.</li></ul>
<b>5. Excellent communication skills written and verbal, in particular providing advice and seeking feedback from faculty staff members.</b>	<ul style="list-style-type: none"><li>• Ability to effectively communicate with students and teachers.</li><li>• Ability to provide support to teachers and students.</li></ul>
<b>6. Excellent organisational skills</b>	<ul style="list-style-type: none"><li>• Ability to effectively manage time.</li><li>• Ability to schedule and work within time frames for lessons.</li><li>• Attention to detail.</li></ul>
<b>7. Commitment to and understanding of Occupational Health and Safety Practises</b>	<ul style="list-style-type: none"><li>• Proven understanding of OHS Practises.</li></ul>