

## Position Description

### Instrumental Staff



#### Preamble

St Joseph's College is a Catholic boys' school in the Salesian tradition. An Instrumental Music Teacher is responsible for fostering a sense of unity, growth and development of students within the Music Department. An Instrumental Music Teacher works in collaboration with a number of other staff in the Music Department and reports to the Director of Ministry and Music.

#### Child Safe Standards

An Instrumental Music Teacher must be:

- committed to the safety and wellbeing of all children and young people.
- able to demonstrate an understanding of the Child Safe Standards and their legal obligations under the Ministerial Order No. 1359.
- a suitable person to be engaged in working with children and young people.
- able to understand and commit to Child Safe Standards and expectations relating to Melbourne Archdiocese Catholic Schools (MACS), PROTECT, VRQA and VIT.
- able to demonstrate an understanding of and commitment to Child Safety protocols, Codes of Conduct and to ensuring the Child Safe focus of St Joseph's College.

#### General Responsibilities

An Instrumental Music Teacher works closely with the Music staff in providing support for high quality programs. An Instrumental Music Teacher works to inspire well organised and effective Music teaching ensuring that resources, talents and facilities are fully and effectively utilised in achieving the Goals and Annual Action Plan in line with the Strategic direction of the College.

#### Qualities

An Instrumental Music Teacher is required:

1. To possess a comprehensive knowledge of College operations which impact the delivery of the music program.
2. To lead students to achieve the desired educational outcomes through well-organised programs and activities.
3. To be a highly effective teacher who is able to model best practice.

#### Duties

##### General

- It is good practice to be present in the College Music House at least five minutes before the scheduled time. It is not acceptable to be late for duties.
- Staff are required to wear professional dress on formal school days.
- It is imperative that all communication between staff members, students and parents is only via College email address.
- Staff are to sign in and out of the College using the electronic method at Main Reception. This includes leaving/returning within the same day.
- The College Staff Identification Badge is to be worn at all times on the property or when accompanying students to events external to the College.
- If a staff member absent (unable to attend), the following process is to be followed:
  - Contact Director of Ministry and Music, Bronwyn Dean: (number provided to staff) and [bdean@stjosephs.com.au](mailto:bdean@stjosephs.com.au) before 8am on that day.
  - Contact all private students and their parents via email before 8am on that day.
  - Organise makeup lessons for the future.

- Students must be appropriately supervised at all times. It is acceptable for an individual student or small group to be practicing in a Practice Room whilst a staff member is present in the building provided there is active supervision of the entire space. In the case of Year 7 and 8 Music, a teacher is required to be in the room with the students at all times.

#### **Private Instrumental and Voice Tuition**

- Create the timetable for the entire term.
  - Email the timetable to private students, their parents and the Director of Ministry and Music.
  - Upload the timetable onto the Google Drive. (Timetable is also on the front window of the Music House
  - Update the timetable on the Google Drive as necessary.
- All information for Private Lessons can be found on the Google Drive under 'Contact Folder'.
- Students in Year 11 and 12 are required to have their Instrumental Music Lessons outside of class time.
- Students scheduled for Instrumental and Voice Tuition will receive weekly lessons, taking place on the same day of a rotating cycle trying to avoid missing the same subject. Instrumental Teachers will provide **8 lessons per term**. From time to time, lessons may need to be rescheduled in order to meet this target.
- It is an expectation that students are to turn up to the lesson five minutes before the lesson start time.
- Families are invoiced for the term at the beginning of each term. Do not discuss any financial matters with the families e.g. reimbursements. Any questions regarding this are to be directed to the Director of Ministry and Music.

#### **If a student is absent or cannot attend his lesson**

- If a student is absent, notice must be given by 8am on the day of the lesson. If after 8am, the lesson counts as one of the student's eight lessons.
- If adequate notice has been given by the staff member and the student has not turned up to the lesson, the lesson will count as one of the eight and the staff member will be covered for his/her time.
- If a student is absent for a lesson, **contact the student and his parents informing them of this on the same day**. If this is more than once, contact the Director of Ministry and Music.
- If a student does not turn up to a lesson, look on SIMON and, if it is possible, go to the student's classroom to remind him. It is not acceptable to happen more than once.

***Last Updated May 2025***

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