



Melbourne Archdiocese
Catholic Schools



MARYMEDE
CATHOLIC COLLEGE
In the way of Mary

Position Description

Instrumental Music Instructor

Purpose of position	Instrumental Music Instructors support teachers with delivering instrumental music instruction to small groups, provide instruction for private individual and small group lessons and conduct choirs and ensembles.
Staff Team	Music Team
Reporting to	Director of Music
Location	Marymede Catholic College: - 60 Williamsons Road, South Morang - 139 Eminence Blvd, Doreen
Classification	Education Services Officer Level 5
Salary and benefits	<ul style="list-style-type: none"> The hourly rate of pay for 2025 will \$92 per hour
Commencement date	January 2025
Employment conditions	<ul style="list-style-type: none"> Casual appointment under the Educational Services (Schools) General Staff Award 2010 (Award) Level 5 Days and hours of employment will relate to the College timetable and ensemble program schedule <p>The successful applicant will be subject to a satisfactory National Police Record Check and Employee Working with Children Check.</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
Qualifications and experience	<p>Qualification in specialisation of instrument</p> <p>Minimum 8th Grade AMEB on instructing instrument/voice or Music Degree from a recognised tertiary institution</p> <p>Experience in providing music instruction across a variety of styles.</p> <p>First Aid Level 2 minimum (training can be provided by the College)</p>

Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people

Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Work in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Provide private lessons to individuals or small groups on your instrument/voice, developing personalised programs and organising performance opportunities
- Assist in Classroom Music Programs such as the Year 7 Ensemble Program under the direct supervision of a VIT Registered teacher
- Conduct ensembles, guiding students through a developmental program and preparing them for concerts
- Support the Director of Music with fostering student participation in College Bands, Ensembles and Choirs
- Fulfill administrative tasks including attending regular Music Team meetings, maintaining lesson attendance records, submitting AMEB exam entries, providing informal direction and feedback and communicating with parents
- Maintain instruments and resources and supervise repairs if needed, ensuring all instruments are maintained in top condition for student use
- Know ensemble repertoire and arrange music for ensembles and choirs
- Engage with students in a manner consistent with College Policy and practices including those relating to child safety, student wellbeing, student first aid and learning diversity
- Where required work in partnership with the Performing Arts Administration and Music Tech Support Staff
- Liaise with marketing for all communications regarding the Music Program
- Liaise with IT for all admin/tech support and resources requirements
- Carry out the role in a manner consistent with Melbourne Archdiocese Catholic Schools Code of Conduct
- Foster the culture of Child Safety at the College
- Complete operational and administrative responsibilities
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Proven experience with leading ensembles and bands
- Ability to manage competing priorities
- Clear and effective written and verbal communication skills
- A flexible and adaptable approach to work, with the ability to take ownership of tasks
- Ability to deliver continuous improvement and streamline tasks to achieve efficiency
- Proven ability to manage multiples tasks / projects and prioritise workload
- Ability to work autonomously as well as part of a team

- Ability to handle sensitive and confidential information appropriately
- Ability to plan effectively, meet deadlines and multitask
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Position description updated:

November 2024