



Position Description

Position Title	Part-time Music Teacher
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Francis of the Fields Primary School
Location	<i>Strathfieldsaye</i>
Enterprise Agreement and or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	T1-1 to T2-6
Remuneration	\$59,295.96 - \$87,960.12 (Annual rem. excluding superannuation)
FTE	0.76
Status	Fixed Term (maternity leave replacement)
Reports to	Principal

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

St. Francis of the Fields Primary School is located on a beautiful 28 acre site that is surrounded by 2 creek frontages. Our community promotes sustainable living and offers an environmental program that includes our own vegetable gardens, orchard, chickens, sheep and cattle.

Position Summary

Our school has an expected 2023 enrolment of 625 students, with constant student growth expected therefore we are able to offer a full-time ongoing classroom teaching position.

Key Responsibilities

Contemporary Teaching	<ul style="list-style-type: none">• Teach Foundation to Year 6 students to appreciate and understand music• Confidently teach students to use a variety of musical instruments• Foster an environment that promotes a love of music• Create lesson plans that enhance music theory and techniques• Provide a class environment that focuses on positive social interaction• Organise and direct the school choir, preparing them for musical performances• Employ a variety of effective teaching strategies to effectively implement the curriculum• Give appropriate time to lesson planning and organisation• Write formal academic reports that confirm to report writing guidelines• Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress• Liaise with appropriate support staff in the implementation of the curriculum
Pastoral Care and Child Safety	<ul style="list-style-type: none">• Be familiar with and comply with the CES Ltd Child Safe policy and Code of Conduct, and any other policies or procedures relating to child safety• Assist in the provision of a child safe environment for students• Demonstrate duty of care to students in relation to their physical and mental wellbeing• Proactively monitor and support student wellbeing• Exercise pastoral care in a manner which reflects school values• Implement strategies which promote healthy and positive learning environment

	<ul style="list-style-type: none"> • Attend year level meetings as scheduled • Attend all school assemblies • Attend school liturgical celebrations • Attend relevant school organised activities, as required
Curriculum Development	<ul style="list-style-type: none"> • Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach • Develop assessment instruments in a collegial manner where whole group testing takes place • Evaluate digital learning materials and make recommendations to subject coordinators about their implementation • Create and evaluate online resources for the purposes of enriching the curriculum • Attend subject meetings as scheduled
Professional Development	<ul style="list-style-type: none"> • Have current knowledge of curriculum initiatives in your teaching areas • Commit to ongoing professional development in your teaching areas • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Continue development of ICT skills as technologies evolve • Participate in the staff appraisal process • Be an active member of a relevant professional association as duties permit • Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator
Co-curricular Involvement	<ul style="list-style-type: none"> • Support and be involved in the co-curricular program, as required • Proactively encourage students to participate in co-curricular activities • Act as a role model for participating students • Keep accurate records of student attendance and participation within the co-curricular activity • Create and maintain a safe environment in which students may enjoy their participation • Oversee the provision and care of relevant equipment materials and first aid requirements
General and Administrative Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Maintain currency of first aid, mandatory reporting and anaphylaxis training

	<ul style="list-style-type: none"> • Demonstrate duty of care to students in relation to the physical and mental wellbeing • Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities • Participate in duty supervision as rostered and other supervision duties when required • Demonstrate professional and collegiate relationships with colleagues • Uphold the professional standards expected of a teacher
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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.

- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Teaching qualifications • Current Victorian Institute of Teaching (VIT) registration • Accreditation to teach Religious Education in a Catholic school, or a willingness to gain accreditation • First Aid Certification
	Knowledge and Experience	<ul style="list-style-type: none"> • A sound understanding of, and commitment to, the Catholic Church’s mission in education • Well-developed communication and interpersonal skills with the capacity to continue to build strong relationships with students, staff, parents and our parish community
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrate a relationship with God, while fostering an awareness of social justice and service for other
	Commitment to Child Safety	<ul style="list-style-type: none"> • St Francis of the Fields Primary School is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of employment that the incumbent be a person suitable to work with children
	Skills and Attributes	<ul style="list-style-type: none"> • Understand best practice in relation to learning and teaching

		<ul style="list-style-type: none"> • Willingly learn more about the Science of Learning and the Learning Trajectory • Work with students, parents and teachers to provide a supportive learning environment that embraces challenges with confidence and resilience • Demonstrate the capacity to work and communicate effectively as a team member • Good oral and written communication skills, including ability to communicate with children, parents and the school community • Experience and proven record in effective learning and teaching skills, including management of composite classes/mixed ability classes • Ability to demonstrate an understanding of appropriate behaviours when engaging with children • Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • Leadership qualities • Proactive with a strong work ethic • Ability and willingness to accept policy directives
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