POSITION TITLE:	**Instrumental Music Specialist (Woodwind, Piano and Percussion)**
REPORTS TO:	**Head of Arts / Principal**
CLASSIFICATION:	**Remuneration in accordance with the *Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland* (Available at www.cns.catholic.edu.au) School Officer Level 7**
AUTHORISATION:	**Executive Director**

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to *offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.*

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

NEWMAN CATHOLIC COLLEGE OVERVIEW

Newman Catholic College, co-located on James Cook University site, Smithfield, is Cairns Catholic Education's newest college, joining a system of 29 other catholic schools and colleges. Opening in 2022, with approximately 135 Year 7 students and growing a year level each year until Year 12 is reached in 2027, its location on and interaction with the University presents endless opportunities to meet the diverse learning needs of our students. Newman Catholic College works collaboratively with James Cook University so that learning and teaching is enhanced at all year levels.

Our curriculum at Newman Catholic College centres on design, digital and inquiry-based learning. It is strategic in its intent to promote the development of skills such as problem solving, critical analysis, and creative thinking; a curriculum that is innovative, digital and design focused, and forward thinking for all students, wherever they are on their learning journey.

Newman Catholic College has as its heart the Gospel and as such supports an inclusive enrolment policy. Our charism is guided by our patron saint, St John Henry Newman with an underlay of St Francis of Assisi and his approach to ecology. Through this we hope that students see themselves as led to humility before the mystery and wonder of our universe (Psalm 104 and Psalm148). It is our desire that through growth in ecological awareness students will be encouraged to participate in practical programs and initiatives that serve others.

Staff play a vital role at Newman Catholic College in developing opportunities of holistic education for young people and promoting the message of Christ. It is essential that staff see themselves in genuine partnership with families and the wider community, and together, seek to support the Newman Charism. Young people in our care are invited to develop skills based on the positive faith filled role modelling provided by their staff, families, and community. Teaching practices at Newman Catholic College will be in line with our Newman Catholic College Learning Framework and Standards of Practice.

PURPOSE OF THE ROLE

The key accountabilities are as follows but not limited to and may vary based on student's support needs.

- Provide instrumental tutoring in areas of expertise with skill, care and diligence.
- Carry our tutoring duties as required by the Leader of the Arts.
- Actively contribute to a positive learning culture for students engaged in the Music Program.
- Maintain records of development as they pertain to student progress and share these records with the Leader of the Arts.

Contribution to the Instrumental Music Program

- Responsibility for maintaining accurate lesson attendance records and reporting on student absenteeism teaching woodwind/brass/string/percussion/piano/guitar.
- Cater to individualised student learning plans for instrumental students in Year 7 and in developing years as the school grows.
- Provide availability on individual lessons and ensure group lessons are innovative and creative
- Participate in a flexible work environment with the ability to support instrumentalists in preparation for concerts, liturgies, festivals, eisteddfods, music evenings and AMEB exams.
- If lessons fall on a public holiday, teachers will need to ensure that an alternate day be arranged so students do not miss out on lessons.
- Contribute to the establishment and maintenance of a supportive school environment.
- Develop and maintain effective working relationships with parents, teachers, and students
- Submitting reports at the end of each term
- Promote the Music Program and its role within the College.

Professional Development

- Support collegiate learning by sharing learnings with colleagues
- Proactively seek opportunities to extend own professional learning via internal and external training.

ABOUT YOU

Experience

- Experience in tutoring an instrument/s in a school/college setting.
- Demonstrated expertise in instrumental teaching and enthusiasm for teaching.
- Demonstrated competence and confidence in using a personal computer and relevant software packages e.g. Microsoft Word, PowerPoint and Excel.

Skills

- Organisational planning and coordination skills including the ability to manage demanding or competing deadlines
- Professional presentation skills with the ability to proactively engage and enthuse both students, parents and other colleagues.

Attributes

- Understanding of, and/or interest in the development and continued progress of music education within the College.
- Excellent interpersonal and communication skills, including ability to work collaboratively with all members of the College community and to communicate with a wide range of individuals including students, parents, teachers, consulting professionals Discretion and an ability to maintain confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The successful candidate will join a new and vibrant Arts Department. Newman Catholic College operates a one-week timetable (6 periods per day – 50 minutes per period). The successful candidate will be experienced in teaching their music specialty in a 30-minute group lesson with 2 – 4 students in each group and support double periods with classroom music teacher on their teaching day.

Specialisation in woodwind, brass, strings, percussion, piano, or guitar is a necessity and candidates should be proficient and able to teach instrumental lessons and partake in extracurricular sessions such as bands. This position will be appointed as a part-time position accrue annual leave, sick leave, superannuation, and long-service leave.

The successful candidate will support Newman Catholic College ethos and contribute to the wider life of the school.

Typical duties performed may include, but are not limited to:

1. MISSION OF THE CHURCH

Sharing in the Church as a professional within the school faith community.

- Understands and supports the role of Catholic Education in the Mission of the Church.
- Demonstrates a willingness to articulate the implications of the model and message of Christ and the school's Mission Statement in the curriculum.
- Is committed to the life and practice of one's faith tradition.
- Demonstrates a willingness to review and reflect teaching practices considering the school's mission statement.
- Incorporates gospel values in the curriculum.
- Actively supports school worship and liturgy.
- Nurtures personal spiritual development.
- Maintain appropriate behaviours when engaging with children.

2. PROFESSIONAL GROWTH

Engaging in professional learning and reflection.

- In consultation with the leadership team of the school or a nominated support person, regularly monitors the effectiveness of the teaching / learning program.
- Participates in and supports professional learning.
- Implements knowledge, skills and strategies gained from professional learning.

3. PARTNERSHIPS

Engaging professionally with colleagues, parents/carers and the community.

- Participates in collaborative development and evaluation of curriculum, school policies and procedures.
- Establishes and maintains appropriate interpersonal relationships within the school, as well as between the school and community, particularly regarding the Diocesan 'Code of Conduct'.
- Is aware of and actively supports school and Diocesan policies.
- James Cook University (JCU) collaboration – willingness to work collaboratively with JCU in order foster unique music events.

GENUINE OCCUPATIONAL REQUIREMENTS

- Share in the Church as a professional within the school faith community.
- Support the Catholic ethos of our schools and participate in worship and prayer in our schools.
- Develop in students an appreciation and acceptance of Catholic values through teachings and by personal example, integrity and behaviour.
- Communicate effectively with students including using appropriate interpersonal skills.
- Plan and apply appropriate behaviour management strategies that contribute to the establishment and maintenance of a safe and supportive learning environment.
- Model continuous learning through participation in professional development activities.
- Engage professionally with colleagues, parents/carers and the community.
- Comply with professional ethics and understanding.
- Understand the need to work collaboratively with school staff, parents and members of the wider community to establish effective partnerships and achieve educational outcomes.
- Contribute to the school community.
- Accountable and responsible for ensuring professional behaviour.
- Ability to cope with own emotions and behaviour effectively.
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to maintain an appropriate level of confidentiality.
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Ability to accept responsibility for own work.
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks.
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks.
- Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.
- Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.
- Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of oneself or others.
- Facilitate the prevention of child harm by recognising and responding appropriately

Employees will:

- Adhere to Work Health and Safety instructions.
- Promote a commitment to safe work practices.
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures.
- Take reasonable action to avoid, eliminate or minimise risk and hazards.
- Utilise personal protective equipment.
- Participate in the development of a safe and healthy workplace.
- Seek information and advice as necessary and comply with instructions.

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment.
- Work may be performed in an outdoors environment and may involve exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises.
- Manoeuvring within the school environment appropriate to the position.
- Frequent use of telecommunication and electronic equipment.
- Work involves exposure to high levels of sound which requires following safety precautions and may involve the use of protective equipment.

MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government.
- Post graduate qualifications in Music, Music Education or other relevant qualifications.
- Demonstrated expertise in a relevant field
- Promotes child safety at all times.
- Current Driver's Licence.
- Ability to travel from time to time within the Catholic Diocese of Cairns.
- Ability to perform the physical requirements of the role in a safe manner.
- Willingness to support and participate in the prayer, liturgy and sacramental life of the Church in the school community.
- Capacity to understand and implement Duty of Care and Workplace Health and Safety requirements.
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education.

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education.
- Code of Conduct for Employees of Catholic Education.
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

HOW YOU WILL BE ASSESSED

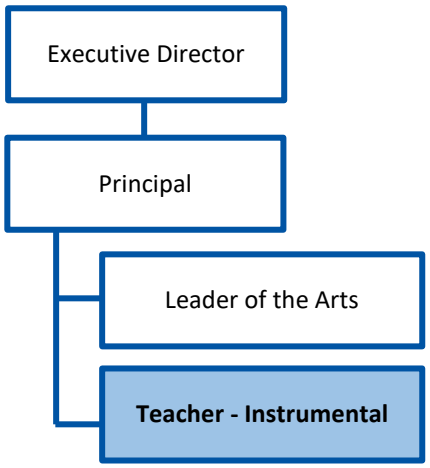
How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional,Relational and Organisational within context to the key accountabilities identified above.

Capabilities	
Personal	**Professional – Knowledge and Understanding**
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Displays a sense of self-efficacy and personal identity	Supports and engages change processes
Displays intuition as well as logic and reason	Demonstrates appropriate styles of decision making
Projects confidence, optimism and resilience	Inspires a collegial purpose and vision
Demonstrates honesty and integrity	Supports efficient and robust structures and systems
Demonstrates ethically responsible behaviours	Focuses on core outcomes and accountabilities
Is morally courageous	Engages in workplace learning and relevant professional development
Demonstrates a commitment to personal spiritual growth	Operates with a commitment to sound educational focus
Displays imagination and vision	Operates with a spirit of service and professionalism
Integrates work and personal life	Develops moral purpose
Engages with the Catholic culture	Demonstrates capacity to provide professional support
Is culturally sensitive	
Social and Interpersonal	**Organisational**
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities

REPORTING & OTHER RELATIONSHIPS

The School Officer - Instrumental Music Tutor is accountable in the first instance to the Leader of the Arts to the Principal. The School Officer (Instrumental Music Tutor) consults and liaises with Leader of the Arts, Principal in schools, and other Diocesan staff/committees, where appropriate.



May God bless you with a heart fired by love willing to do Him some definite service

EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____ **Date:** _____