



PRIVATE MUSIC TEACHERS POSITION DESCRIPTION

REPORTING TO: Head of Instrumental

CAMPUS: Werribee / Melton

INTRODUCTION:

Heathdale Christian College is a co-educational, day school with campuses at Werribee and Melton.

Staff are required to work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

POSITION SUMMARY:

Private music teachers are self-employed and provide music lessons at the College, by teaching students of all ages to sing or play musical instruments.

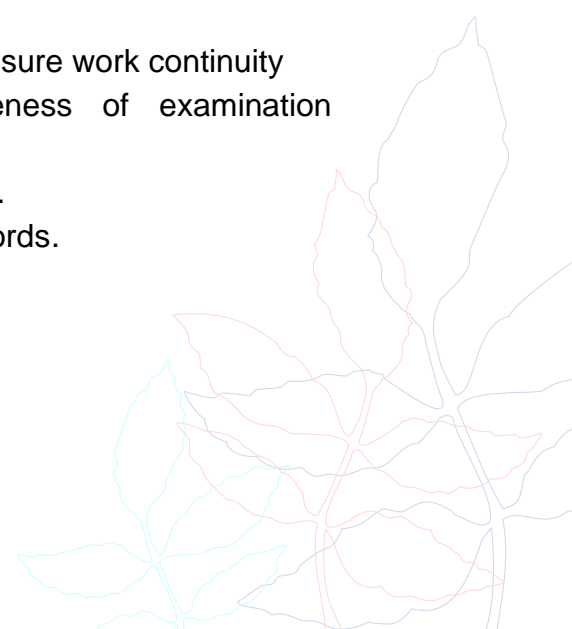
KEY RELATIONSHIPS:

- Students
- Families
- Head of Instrumental
- Music Teachers

KEY RESPONSIBILITIES & DUTIES:

Key Tasks

- Planning and preparing lessons in relation to individual student's needs and examination syllabuses.
- Acquiring appropriate teaching materials and resources.
- Teaching music theory, aural skills and practical techniques to students.
- Motivate and encourage students in their progress.
- As required, liaise with staff and parents.
- Create and maintain a network of contacts to ensure work continuity
- ensuring up-to-date knowledge and awareness of examination requirements.
- Maintaining bookings with students and families.
- Keep financial, administrative and business records.
- Invoice relevant families for services.





COLLEGE EXPECTATIONS:

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\ s in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

CHILD SAFETY

The College has a zero tolerance of child abuse.

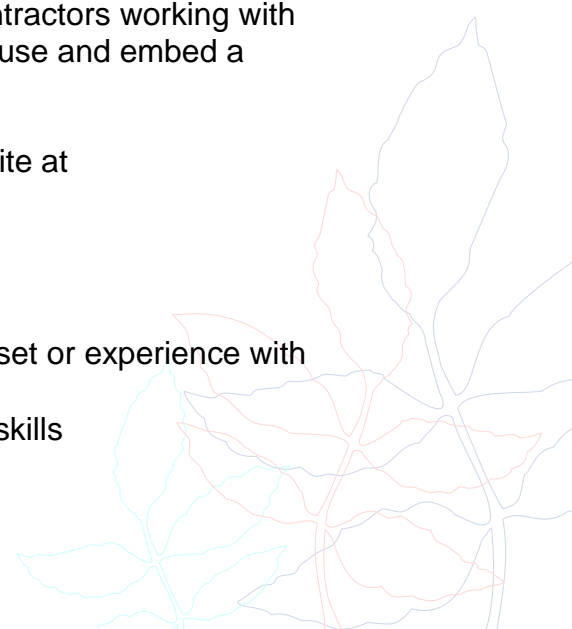
This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information, please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Diploma or Degree in music or relevant skill set or experience with the required instrument / skillset
- Excellent written and verbal communication skills



- Solid organisational skills
- Valid WWCC 'E' & Police Check
- CPR and First Aid

