

Responsibilities & Expectations

Instrumental Music Teacher

College Overview:

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

Bayside Christian College “exists to help parents equip their children for effective, God-glorifying lives as Christians in the world” (Constitution p. 8). As Instrumental Music Teachers frequently interact with students, parents and staff, it is expected they would readily model the Christian faith, in word and deed, in our Christian learning community.

Instrumental Music Teacher Summary:

Instrumental Music Teachers at Bayside Christian College operate as subcontractors and are not employed by the College. The Music Coordinator acts as a liaison between Instrumental Music Teachers, parents and students, and assists with the administration of the music program. Instrumental Music Teachers are required to have an Australian Business Number (ABN) and a current Working with Children Check or VIT registration.

Instrumental Music Teacher Responsibilities:

- Liaise directly with parents in regards to fees, policies, resources, making up lessons etc.
- Where required, implement the College ‘[Music Instrumental Hire Agreement](#)’
- Collect/return students from/to their classrooms, or arrange with them to do so independently
- Teach practical skills as appropriate for their particular instrument/s
- Encourage open communication with parents regarding student’s needs and progress
- Incorporate the teaching of music reading, theoretical skills and aural skills into music lessons
- Organise and support students in multiple performance opportunities across the year, such as assemblies, end-of-semester evening concerts, Open Days etc.
- Assist students in preparing for examinations where appropriate (e.g. AMEB/ANZCA, VCE exams)
- Maintain accurate records of student attendance and invoicing
- Support the Music Coordinator in promoting the Instrumental Music Program
- Work with the Music Coordinator to organise the repair, servicing and replacement of instruments and equipment.

Person Specification:

- A sound understanding of and commitment to the Christian mission and philosophy of the College
- Able to build rapport with students, staff and parents
- Clear written and verbal communication skills
- Well-developed organisational skills
- High standard of personal presentation
- Able to show initiative and to use common sense
- Able to maintain privacy and confidentiality of sensitive student information
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Ability to be adaptable and flexible according to the changing needs of students and situations
- Willingness to learn
- Strong digital literacy.

Required Qualifications/Training:

- ABN holder
- Current Employee Working with Children Check (or equivalent e.g. VIT registration)
- A formal music and/or teaching qualification are preferred, although the proven capacity to demonstrate the attributes of the Person Specification, in addition to previous experience working with children, will be viewed favourably.

Instrumental Music Teachers are required to adhere to the College's Child Protection Policy and Child Safety Code of Conduct at all times. All College staff, contractors and volunteers will need to demonstrate that they are familiar with the contents of the College's Child Protection Policy and Child Safety Code of Conduct.

Review Date: December 2021