



**The Cathedral School**  
of St Anne & St James  
T O W N S V I L L E

# Position Description

**ROLE TITLE:**

**Instrumental Music Instructor – Guitar**

**DEPARTMENT:**

Part-time term-time (approximately 30 hours per week)

Music Department

**INDUSTRIAL AGREEMENT:**

The Queensland Anglican Schools Enterprise Agreement

**REPORTS TO:**

Ian Gamack (Principal)

Tonia Gloudemans (Deputy Principal)

Kellie Rich (Head of Instrumental Music & Dance)

**APPLICATIONS CLOSE:**

Monday 15 November 2021

**COMMENCEMENT DATE:**

Late January / Early February 2022

We seek an exciting, creative musician specialising in the Guitar to fulfil a permanent part-time Instrumental Music Instructor position

Are you an exciting, creative Guitar Instructor? We really believe music is one of the fundamental joys in life and we are seeking a dynamic, enthusiastic Guitar Instructor to work in a collaborative environment to share this enthusiasm with their students.

This is an amazing opportunity to work in a fabulous school with a great team of professionals. The Cathedral School has a dynamic music program, involving students from Early Learning Years through to Grade 12. Instrumental Music Instructors are required to contribute to the provision of a quality education program. We believe we have the best Music department in North Queensland and are looking for a capable, exciting Guitar Instructor to join our amazing team.

The Cathedral School of St Anne & St James located in Mundingburra is Townsville's only Independent Anglican School for boys and girls from Early Childhood to Year 12 and boarding students from Year 7 to 12. The School is set adjacent to a lagoon and lush tropical rain trees creating a wonderful canvas to inspire learning and creativity. At Cathedral we 'educate for life-long success'. We know that this requires a well-rounded education and a focus on developing the "whole person" by nurturing the body and spirit as well as the mind.

## ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

### MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn and grow so they will be equipped to make wise decisions as informed members of society.

### AIMS:

1. To be a Centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary and reflective.
6. To educate our students to be discerning, sensitive and responsible.

## ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the School community with courtesy.

All employees are bound by the requirements of the School's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the School.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the current *Workplace Health and Safety Act*.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

**Note** that staff are required to familiarise themselves with the School's Child Protection Policy.

With regard to student behaviour, the Instrumental Music Instructor's role is to facilitate positive behaviors and implement the School's Behaviour management plan. Major behavioural issues are to be reported to the Head of Instrumental Music & Dance so that appropriate action may be taken. It is within the staff's duty of care to step in when a situation is unsafe or a student is at risk.

All employees recognise and accept that multi-skilling is an essential component of the School and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

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Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person, body, or the School.

Proof of qualifications will also be required prior to commencement.

## **PRIMARY ROLE PURPOSE**

The Cathedral School has a dynamic music program, involving students from Early Learning Years through to Grade 12. Instrumental Music Instructors are required to contribute to the provision of a quality education program. As part of the school's curriculum (Instrumental Music Program- IMP), students enrolled in the Junior School (Years 4 – 6) must receive musical instruction in a chosen instrument.

The Instrumental Music Instructor position specialising in Guitar is a part-time term-time position working approximately 30 hours per week with the capacity to increase hours based on private student enrolments. Hours will consist of one or more of the following:

- Ensembles (3 ensembles encompassing Junior School through to Senior School);
- IMP lessons in groups of 3-6 students for Years 4-6 (2 classes per grade) one class classical guitar and one bass guitar class in each level;
- Individual and small group private lessons teaching jazz, rock and classical guitar;
- Other duties such as concerts, reporting, camps or special performances.

The Instrumental Music Instructor is required to be a dynamic musician specialising in Guitar, but with the ability to teach Bass Guitar. The role includes teaching IMP lessons to years 4-6 in small groups with classes of mixed achievement levels.

The position will instruct private students in either group or individual lessons and be required to provide 36 lessons for each full year enrolment of private tuition during term time. It is the school's expectation that private students' lessons will be arranged around the IMP and ensemble programs.

The remuneration package is a salary package that is calculated based on private student enrolments and hours required by the school for directed ensembles and administration. Private enrolments will be reviewed at the end of each term and the remuneration package is adjusted accordingly.

Learning at The Cathedral School of St Anne & St James is a partnership and shared responsibility between the school, home and the child. A climate of mutual trust and respect is created through open, positive communication between staff, parents and children.

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## **RELATIONSHIPS AND AUTHORITY**

The position is responsible to the Principal through the Head of Instrumental Music & Dance for the day to day performance of duties. Employees at this level are responsible for their own work.

Work is carried out with general supervision on progress and outcomes and involves the application of knowledge and initiative to achieve outcomes within time constraints by prioritising tasks, setting goals and determining best practices to implement in order to meet deadlines.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Head of Instrumental Music & Dance.

Peer guidance and assistance for less experienced employees may be required from time to time.

The position is required to supervise and work cooperatively with the other music instructors in all aspects of the program implementation.

## **SKILLS AND KNOWLEDGE**

### **Essential Criteria**

The Instrumental Music Instructor specialising in Guitar will be required to meet the following Essential Criteria and actively work towards obtaining the desired Competencies, Knowledge & Skills.

### **Qualifications**

- Bachelor of Music or Bachelor of Arts is the minimum formal qualification.
- Experienced Instrumental Music Instructors without formal qualifications who possess the skills and abilities outlined below may be deemed as equivalent to formal qualifications dependent upon the area of experience.
- Current Suitability 'Blue Card'
- Current First aid & CPR Certificates.

### **Competencies, Knowledge & Skills**

- Experience in teaching the Guitar is essential.
  - Advanced interpersonal and communication skills.
  - Ability to problem-solve and be proactive in the workplace.
  - Ability to work as part of a team.
  - Excellent time management skills.
  - Experience instructing students on their chosen instrument in either an individual or group setting.
  - Experience in managing and directing small and/or large ensembles.
  - Experience in the preparation of students for external examinations ie. AMEB, Trinity.
  - Behaviour Management skills.
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### **Desirable Competencies, Knowledge & Skills**

- Ability to work with a diverse group of children.
- Accept individual differences in ability, need and learning styles and always cater for these differences.
- Basic understanding of occupational health and safety and anti-discriminatory practices.

### **KEY ACCOUNTABILITIES:**

The key accountabilities of the Instrumental Music Instructor specialising in Guitar are to assist the Music Department by planning and implementing appropriate music programs for various students within the school. This includes:

Maintaining a high level of practice including:

- Develop, plan, implement and evaluate appropriate programs for the student/s in their lessons and ensemble groups.
- Be punctual to classes.
- Be responsible for the group of student/s in your care.
- Acquiring appropriate teaching materials/resources.
- Teaching music theory, aural skills and practical techniques to students.
- Arrange for the use of the environment, equipment and furniture to meet the needs of their student/s.
- To maintain records and ensure they are kept up to date.
- Assess, record and report on student progress as required.
- Work as part of the team to achieve the aims and objectives of the music department and develop cooperative relationships that ensure the smooth operation of the music department.
- Arrange recitals/concerts in conjunction with the Music Department for students' family and friends.
- Liaising with parents as required.

### **Pastoral**

- Provide a positive, mature example for students to role model on.
- To maintain confidentiality in respect of children and their parents at all times.
- Be aware of special/additional needs, cultural, linguistic, religious, gender, language diversities and socio-economic differences and treat each child with dignity and respect.

### **Other**

- Staff meetings and professional development sessions are attended when instructed to attend.
  - Ensure all equipment, furniture and resources are maintained in a safe and good condition at all times.
  - Report any maintenance required to the Music Secretary.
  - Be clear about action to be taken in the case of emergencies (e.g. accidents, fire, suspected child abuse and attempts at unauthorised removal of children).
  - Participate in staff development days, Camps, Performance Evenings and Presentation Ceremony. Other duties will include but may not be limited to Camps, Excursions, Concerts and Eisteddfods.
  - Undertake additional duties requested by the Music department.
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## **Workplace Health & Safety**

- Be aware of the school's WHS Management System.
- Perform all work and associated functions in a safe manner.
- Comply with all documented WHS policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
- Correctly use and maintain all personal protective clothing and equipment supplied by the organisation.
- Identify hazards, conduct risk assessments, and take corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on the school's property generally.
- Report and assist with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attend any team talks or specific training supplied by the school.
- Be familiar with the location of first aid equipment, fire protection facilities and evacuation procedures.
- Work in a manner that will not endanger yourself, other employees or the general public.

These duties are indicative of the tasks encompassed in this position and are not exhaustive. They may also vary over time to reflect the changing needs of the School.

## **Applying for the Position**

Applicants wishing to apply for the position are required to submit a cover letter and resume outlining their experience providing 3 work references to which the school can contact.

Please send applications to:  
Human Resources  
The Cathedral School,  
Email: [hr@cathedral.qld.edu.au](mailto:hr@cathedral.qld.edu.au)