

POSITION DESCRIPTION



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

ROLE TITLE:

Instrumental Music Instructor - Flute

REPORTS TO:

Luke Bails (Principal)

Tonia Gloudemans (Deputy Principal)

Lyndall Penaluna (Head of Performing Arts - Extracurricular)

INDUSTRIAL AGREEMENT:

The Queensland Anglican Schools Enterprise Agreement

CLASSIFICATION:

Performing Arts Department

DATE PREPARED:

April 2024

COMMENCEMENT DATE:

May 2024

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

This is an amazing opportunity to work in a fabulous school with a great team of professionals. The Cathedral School has a dynamic performing arts program, encompassing Music, Dance and Drama. The program involves students from Early Learning Years through to Grade 12. Instrumental Music Instructors are required to contribute to the provision of this quality program. We are looking for a Flute 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 1100 students from six weeks old to Year 12 including 150 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 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, their Queensland Teacher Registration, or a working with children "blue card".

Staff are required to take an active role and be well informed regarding their legal obligations in relation to child safety and duty of care. Staff must familiarise themselves and comply with the school's Student Protection Manual.

Proof of qualifications will be required prior to commencement.

The position description is a guide only and is not intended to be an exhaustive list of duties attached to this position. Employees may be required, from time to time, to undertake duties that are outside their usual role or specialism, but within their skills, competency, and capability.

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.

PRIMARY ROLE PURPOSE

The Cathedral School has a dynamic Performing Arts program, encompassing Music, Dance and Drama. The program involves students from Early Learning Years through to Grade 12. Instrumental Music Instructors are required to contribute to the provision of this quality 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 specialising in Flute is required to be a vibrant musician. The position operates to provide individual lessons to students who require private tuition in addition to the school's Instrumental Music Program. Currently the position will operate between 1-2 days a week depending on private lesson bookings. It is the school's expectation that private lessons will be arranged around the IMP and ensemble programs.

RELATIONSHIPS AND AUTHORITY

The position is responsible to the Principal through the Head of Performing Arts - Extracurricular 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 Performing Arts - Extracurricular.

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

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

SKILL AND KNOWLEDGE

ESSENTIAL CRITERIA

The Instrumental Music Instructor 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' or Queensland College of Teachers registration.
- Current First aid & CPR Certificates.

Competencies, Knowledge & Skills

- Experience in teaching the Flute.
- 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 the preparation of students for external examinations ie. AMEB, Trinity.
- Behaviour Management skills.

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 are to assist the Performing Arts 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.
- 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 students.
- 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 department and develop cooperative relationships that ensure the smooth operation of the Performing Arts Department.
- Arrange recitals/concerts 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 Administrative Assistant.
- 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).
- Undertake additional duties requested by the Head of Performing Arts - Extracurricular.



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. We will assess applications as they arrive, so please apply today!

Please send applications to:
Human Resources
The Cathedral School
Email: hr@cathedral.qld.edu.au