**McAuley College, Beaudesert**

MEMORANDUM OF UNDERSTANDING 2018

Instrumental Teachers 2018



This Memorandum of Understanding (MOU) is established between McAuley College, Beaudesert Instrumental Music Program and TEACHER NAME to deliver the following:

* Instrumental Music Teaching

This MOU represents an agreement between both parties. Both parties will use this agreement as a reference point in relation to the working relationship and services provided by TEACHER NAME to the McAuley College Instrumental Program. The intention is for both parties to abide by their commitments under this MOU which will be renegotiated at the beginning of each year, or beginning of the next period of service.

The context of the College has been explained and as new school commencing in 2017, we have a small cohort from which to grow our Instrumental Program. There has been an acknowledgement of this, and an agreement that the vision is to grow and develop within our foundation students a love of Music through the opportunity to join an Instrumental Program.

Common Understanding – Working at McAuley College

McAuley College is a Catholic college based on the traditions of the Catholic Church. As such, there are expectations that all contractors are required to meet. These include:

* Show support for the Catholic ethos;
* Dress and act appropriately always, remembering that work is within a school setting;
* Work collaboratively with other staff at the College;
* Speak respectfully to staff, students and parents;
* Refer any disrespect from others, particularly students, to the College Leadership Team immediately;
* Respect the College equipment and facilities and report any faults or safety issues immediately; and
* Notify the College Principal if additional supplies are required for lessons to continue.

Hours of Work for 2018 School Year:

TEACHER NAME has agreed to offer instrumental music lessons at the beginning of 2018. These lessons will occur in the allocated classroom, allowing access to required instruments. In 2018, TEACHER NAME will deliver lessons on a **INSERT DAY.**

The College will provide TEACHER NAME with an Instrumental Music Timetable at the start of each term. Any subsequent changes to the timetable will be managed by TEACHER NAME in consultation with the Music Teacher, Mrs Megan Field. An updated copy of the timetable must be communicated to the student and parents, as well as the teaching staff. This should be done using agreed communication channels such as email and the College Portal.

It has been agreed there is no minimum number of students required for TEACHER NAME to deliver this service for 2018.

Lessons delivered:

TEACHER NAME is contracted to deliver Instrumental Lessons.

Instrumental Music Lessons should be delivered in positive learning environments.

Instrumental Music Lessons will be delivered in half hour blocks. Where possible these lessons will be timetabled in close succession for the convenience of the teacher with some flexibility to allow students to reduce time taken out of one subject or class. This timetable will be published for the term, with an understanding that flexibility is required for the school to negotiate changes which may occur in the College calendar, and for the Instrumental Teacher to negotiate changes if students are absent on the day. (And as we are growing, this is more unpredictable than a more established College.)

The Instrumental Teacher will be required to maintain a roll to mark attendance.

The College will facilitate the exchange of contact details between the Instrumental Teacher and parents of the student. It is intended this will provide good opportunity to communicate clearly to assist with the smooth delivery of lessons.

Instrumental Teachers should commence their day by consulting with the College Secretary around matters such as any events which may be occurring that day and confirming that each student is present at school that day.

* If a student is absent due to an appointment made in advance, it would be expected that this has been communicated already to the Instrumental Teacher by the student and/or parent and a ‘make up’ lesson already negotiated.
* If a student is away sick, the Instrumental Teacher would negotiate a ‘make up’ lesson with the student to suit both parties. Parents would be asked to contact the Instrumental Teacher directly to inform them of their child’s absence. If a student is absent for a number of lessons, it may not be possible or reasonable to reschedule all lessons missed as a ‘make up’. The Instrumental Teacher should consult with the Music Coordinator to determine the best course of action.
* If the student does not attend the lesson but is present at school, and has forgotten to attend, they would forfeit that lesson. There may be a period of grace given to teach the students how to be responsible for their attendance when they are new to instrumental lessons.

Completed lesson plans must be provided to reflect the teaching that will occur within a term / semester of instrumental lessons. These should be presented to the Music Teacher. Where possible, the College would encourage students to be working towards exams as part of a desired approach to our Instrumental Music Program.

There will be reporting requirements at the end of each semester and Instrumental teachers are required to meet all College reporting timelines.

Opportunities to showcase work learnt will be included at the end of each semester eg. Soiree Evening. There is also the opportunity to perform at assemblies or other events. The format of these showcases should be discussed and approved by the Music Teacher, Mrs Megan Field and the College Principal.

Remuneration:

The rate of pay is as follows: Lessons (per half hour) - $30.00 (individual)

$18.00 (group with less than 4 members)

Any group, ensemble work or assistance with full College events will be further negotiated, if this eventuates.

Instrumental teachers must invoice their own students and follow up on unpaid invoices**. A date between the first and second lesson must be provided on the invoice for payment to be made by, and if this is not the case the College will support the cancellation of lessons until payment is received.**

Line Management:

The Instrumental Teacher is directly responsible to the College Principal, Mrs Deidre Young. However, day to day coordination of the program will require direct communication with the Music Teacher, Mrs Megan Field.

Compliance Requirements:

There are a number of documents and/ or other compliance requirements needed to support this MOU with TEACHER NAME.

* Certified copies of Working with Children Suitability Card (Blue Card) and any teacher registration or qualifications for teaching Music.
* Engage in Student Protection Training, Workplace Health and Safety and other mandatory training required for all staff, volunteers and contractors working at McAuley College as directed by the College Principal.

It is envisaged that McAuley College Instrumental Music Progam and TEACHER NAME intend to work collaboratively, operating as a team at all times. However, this MOU recognises that all contractors are separate entities from the College.

Signed:

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Deidre Young TEACHER NAME

Principal Instrumental Music Teacher

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_