



DUTY STATEMENT

Position	Music Teacher
Reports to	Dean of Music
Type	Full-time
Classification	Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2017
Last Updated	October 2017

THE ROLE

The position includes classroom music teaching and ensemble conducting for Years 7 to 12. An ability to inspire students through engaging and challenging teaching is essential together with in depth knowledge of curriculum. A capacity to assist in the development of the curricular music program is essential.

DUTIES

It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the job description.

As a Class Teacher:

- demonstrate at all times active support of the School Aims, Objectives, Policies and Rules;
- create a learning environment which stimulates learning and promotes excellence and which accepts and acknowledges the needs of students to be both challenged and supported;
- make the best use of resources available;
- use a variety of teaching and learning techniques to meet individual needs as far as is possible;
- identify learner needs, conferring with specialist staff in the School, eg Dean of Music, Head of House, Director of Pastoral Care, Director of Teaching and Learning, Director of Curriculum, when necessary;
- present and explain criteria for assessment to students in advance;
- provide timely and useful feedback about completed assessment items to students;
- fulfil all requirements relating to assessment and its documentation as set out by the School, the Department of Education and the ACT Board of Senior Secondary Studies;
- share explicitly with students the expectation of a code of conduct which enables all students to work productively and receive a fair share of teacher attention;
- communicate in a clear, respectful and professional way in order to optimise each student's development;
- attend all lessons (unless prior arrangements have been made with the Director of Human Resources to miss a lesson) and be punctual to class;
- maintain professional confidentiality on information about students; and be proficient in the use of IT as a teaching and administrative tool.

ESSENTIAL SKILLS & EXPERIENCE

- Relevant tertiary qualifications
- Registration with the ACT Teacher Quality Institute
- Ability to organise themselves and others effectively.
- Innovative and creative curriculum design and implementation experience
- Demonstrated experience working in a collaborative environment to produce an outcome
- Willing to model and uphold the high standards of the school.

HIGHLY DESIRABLE SKILLS & EXPERIENCE

- Knowledge of IB / willingness to learn about IB program
- Skills in music technology and its implementation
- Australian Kodály Certificate training
- Proactive problem solver with a wiliness to take on additional responsibility
- Demonstrated skills in team work, coaching and mentoring of others