



<b>Title</b>	<b>Classroom Music Teacher</b>
<b>Reporting</b>	Head of College Music & Director of Learning and Growth
<b>Location</b>	College Wide

## POSITION DESCRIPTION

### Our Intent

At Xavier College we aspire to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

### Our Position

The Classroom Music Teacher will make a significant contribution to an aspirational and rigorous culture of educational and operational excellence at Xavier through their leadership offered to students, parents and all educators engaged with the Music Program at the Senior School. They will work in partnership with the Head of Music and other members of the College Learning teams.

The role requires a collaborative and engaging mindset, with empathetic and effective actions and communication supported by good process and documentation. Quality in personal engagement and the formation of positive relationships with students, staff and parents is essential.

## **Core Duties and Responsibilities**

### **General Duties**

- prepare semester reports for each student.
- assist or direct at concerts, recitals, workshops and music camps, as required.
- uphold the personal and professional codes and policies that serve as guidelines and expectations for all staff at the College (such as the Code of Conduct).
- take responsibility for the records of the students in their class, particularly class rolls attendance, internal reports, maintenance of the individual students' files on the LMS and other administrative tasks.
- attend meetings to discuss pastoral and learning issues as directed by the College.
- contribute to collaborative curriculum design.
- integrate information & communication technology across the curriculum.
- Work collaboratively with Senior Campus & Burke Hall music teachers to ensure continuity and connections within the music curriculum.
- assist in negotiating interventions and remediation strategies for students, with relevant personnel.
- assist with raising standards of student achievement across all year groups and ability profiles.
- ensure that parental contact is acknowledged in a timely manner and ensure appropriate colleagues are informed and involved if necessary.
- provide support to students matters relating to teaching and learning, especially classroom management and behaviour.
- attend all relevant school functions related to the Music & College programs; attend all scheduled staff meetings as required or as directed by the Head of Music and Director of Senior School.

### **Academic Duties**

- be demonstrably committed to the delivery of exceptional learning experiences for their students.
- fulfil their teaching craft (or be actively working towards delivery) in a manner aligned with the 'Highly Accomplished' AITSL teaching standard.
- embrace the designated curriculum programs and teaching and learning methods adopted by the College.
- engage with fellow educators across year levels and classes in a collegial and supportive manner to collaborate in the delivery of exceptional outcomes for their students.
- cultivate effective learning habits and approaches in students, working with others (including parents) to achieve positive outcomes.

## **Pastoral Duties**

- communicate with parents, as achievements or concerns arise, regarding their child's wellbeing.
- monitor the academic progress of students in their class and inform parents where students have difficulties coping with academic demands.
- set realistic expectations for students in relation to standards of achievement.
- communicate appropriate information to teachers involved with their students and work collegially with colleagues to achieve exceptional outcomes for students.
- provide guidance about the students' studies, especially in developing good habits and approaches to learning and social-emotional engagement.
- provide pastoral care to the students in the class, helping them with their character development and formation.
- participate in retreats/spiritual programs for students (where appropriate).
- monitor student progress to improve student application and achievement.

## **Professional Development**

At Xavier College, teachers are expected to:

- have current knowledge of and demonstrate the practice of relevant pedagogy/curriculum trends in their teaching areas.
- commit to ongoing relevant professional learning and growth.
- be open, engaged and responsive to regular professional growth conversations and connected actions with College leaders (and those designated for this purpose).
- be an active and effective contributor to the development of College teaching and learning (professional) resources.
- be open to researching areas of interest relevant to directions provided in the College's Strategic Plan.
- integrate ICT and appropriate technology into curriculum, teaching and learning.
- participate in staff appraisal and development processes where and when relevant.
- be an active member of a relevant professional associations as duties and time permit.
- participate in Ignatian Formation programs.

## **General & Administrative Expectations**

At Xavier College, teachers are expected to:

- attend all scheduled staff meetings, Parent/Teacher Interviews, student assemblies, staff conference days and ad hoc meetings/seminars/workshops as advised.
- use ICT in accordance with College expectations in regard to student/pastoral feedback, academic progress and all related matters.
- maintain accurate records of student attendance.
- adhere to College expectations regarding personal presentation and professional dress.
- participate in Outdoor Education programs as required.
- undertake yard supervision as rostered.
- attend whole Campus events, Masses and House carnivals.
- Ensure that a safe system of work exists and that every aspect of the study, work or performance environment complies with obligations under the College's Occupational Health & Safety guidelines.
- Complete child safety and wellbeing training in accordance with the College's directions.
- Act in accordance with the College's Code of Conduct and Child Safety & Wellbeing Policy and maintain a zero-tolerance approach to child abuse.
- Actively contribute to a child focused culture that supports a safe learning environment for all students.
- Make reportable conduct reports and meet mandatory reporting obligations as required by the legislation and the College's child safety and wellbeing policies.
- Any other reasonable duties as directed by the Director of Learning and Growth.

## Selection Criteria

- A knowledge of current music technologies and their application in the classroom.
- Demonstrated ability to work well under pressure, particularly a capacity to be flexible and manage a number of competing demands.
- Demonstrated high-quality teaching skills, which enable students to reach their full potential.
- Ability to teach an instrument or musicianship if required; conduct an ensemble; have accompanying skills (desirable but not essential).
- Ability to develop constructive relationships with students, which engender positive attitudes to learning.
- Capacity to actively contribute to a broad range of school activities, including ensemble groups and performances.
- Ability to work collaboratively with colleagues both at the department level and within the structures established by the College for the coordination of student welfare and the monitoring of student progress.
- Ability to work as an effective team member with an understanding of and interest in the total music program.
- Demonstrable commitment to educating children in Catholic Faith and Identity in a Jesuit school.
- Ability to meet the Application Criteria through demonstrable practice.
- Ability to meet the Compliance Criteria.
- Ability to meet the inherent requirements of the role (Core Duties and Responsibilities).
- Ability to demonstrate alignment through the Pillars of the Strategic Plan.
- Ability to demonstrate engagement with the Attitudes and Habits as an educator at Xavier College through lived practice.
- Ability to engage in the full life of the College through a diversity of skills and work capacity.
- Demonstration of qualifications and credentials denoting higher learning and proficiency.

## Compliance Requirements

- Victorian Institute of Teaching (VIT)
- Working With Children Check 'E' card, where appropriate
- Australian Childhood Foundation "Safeguarding Children" and all child safety requirements
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management.

## Child Safety

- Ensure that a safe system of work exists and that every aspect of the study, work or performance environment complies with obligations under the College's Occupational Health & Safety guidelines.
- Complete child safety and wellbeing training in accordance with the College's directions.
- Act in accordance with the College's Code of Conduct and Child Safety & Wellbeing Policy and maintain a zero-tolerance approach to child abuse.
- Actively contribute to a child focused culture that supports a safe learning environment for all students.
- Make reportable conduct reports and meet mandatory reporting obligations as required by the legislation and the College's child safety and wellbeing policies.

## Other Duties

The nature of the position is such that the Classroom Music Teacher will be required to be available outside normal school hours and be available to attend College events as might be relevant. Engagement in the cocurricular life of the College, including Saturday Sport is considered an inherent requirement of the role of a Teacher at the College. The Teacher may also be asked to undertake other leadership responsibilities as directed by the Head of Music, Director of Senior School or the Principal.

## Terms and Conditions

**Reporting Line:** Head of Music, Director of Learning and Growth (as applicable)  
All staff are responsible to the Principal and Rector

**Tenure:** As per contract

**Location:** College Wide

All other terms and conditions as per the Xavier College Enterprise Agreement 2023 or its replacement.

## Appendix A

# Positions at Xavier College

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## Our Attitudes and Habits as Educators at Xavier

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

### As a significant leader at the College, these attitudes and habits should be:

- consistently demonstrated and modelled in all areas of endeavour
- used to positively inform the consistent practice and standards of all educators at the College.

### An educator at Xavier College:

- clearly models the Xavier ASPIRE Graduate qualities through teaching and personal actions
- demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level in the national teaching and leadership standards
- demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.

## Appendix B

# Positions at Xavier College

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## Our Xavier Leadership Traits

Our Intent at Xavier, highlighted in our Strategic Plan, is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars. This is essential for leaders at the College, and that they speak purposefully and powerfully to these key pillars of action through their lived experience.

As a member of staff of the College should consistently display effective leadership traits.

At Xavier, we have identified 7 traits:

- **Through Christ and Ignatius**  
*Christ-centred and driven for the Ignatian ideals of competence, conscience, compassion and commitment.*
- **Aspire high and dig deep**  
*Leading high standards and aspirational for the magis, self and team*
- **Lead for person, team and mission**  
*Distributive in leadership and respectful custodian of the tension between ‘cura personalis’ and ‘cura apostolica’*
- **Host conversations with candour**  
*Collaborative and collegial, ensuring candour in quality conversations*
- **Swim well in your lane and be adept at understanding your ripples**  
*Undertake the things within your purview well, but understand and be attentive to the impacts that your actions have on others*
- **Attend to process, solutions and outcomes**  
*Attentive to process, solutions and outcomes*
- **Pursue the possible**  
*Agents of growth, fostering a community that supports ideas, innovation, divergent thinking and the pursuit of the possible*