

**TITLE : Class Music Teacher\* and Co-Ordinator(1) of Instrumental Music Program K - 5**

**REPORTS TO: Director of K – 12 Music and Head of Del Monte Campus**

**ACCOUNTABLE TO: Principal**

**KEY OBJECTIVES**

The Class Music Teacher and Coordinator of the Instrumental Music Program K – 5 leads the primary community in the provision of an integrated music program incorporating instrumental, curricula and co-curricular opportunities. As a member of the K-12 music team this role promotes opportunities for students on the primary campus to participate in College musical groups and performances. The Music Teacher contributes to the musical life of the College community by teaching across campuses as negotiated.

*\* This role description is to be read in conjunction with the College Subject/Classroom Teacher role.*

<b>Key Objective</b>	<b>Tasks &amp; Duties</b>	<b>Key Performance Indicators</b>
<b>Provision of class music program</b>	Develop, implement and evaluate class music program in consultation with other Del Monte music staff.	K-5 music scope and sequence and program
	Liaise with the Director of Music to ensure continuity of programming and a K-12 perspective.	Planned and sequential program of foundation statements and outcomes Stages 1 – 3.
	Meet regularly with Program Facilitator	Meetings occur twice per semester with Program Facilitator
	Participate in relevant weekly staff meetings on DM campus as required	Regular attendance at staff meetings
	Keep abreast of trends and developments in music education	Membership of relevant associations, participation in professional development
<b>Assessment and Reporting Plan</b>	Monitor students’ academic progress and achievement and keep appropriate records	Assessment and Reporting occurs in line with school policy and assessment and reporting plan
<b>Coordination of Instrumental Music Program</b>	Provide advice and support to peripatetic staff	Regular informal dialogue with staff
	Implement structures which facilitate instrumental teaching at DM	Regular meetings with Music Assistant. Weekly bulletin for music staff
	Affirm staff and student achievements	Certificates awarded at assembly presentations,

Key Objective	Tasks & Duties	Key Performance Indicators
<b>Co-curricular Music</b>	<p>Provide appropriate performance opportunities</p> <p>Oversee twice-yearly reporting process</p> <p>In liaison with Del Monte SLT manage the allocated music budget and purchasing of resources for classroom, instrumental and co-curricular music</p> <p>Liaise with senior school staff to ensure co-curricular program continuity K-12</p> <p>Provide a variety of activities catering for different age/ability levels</p> <p>Encourage participation in co-curricular program through effective communication with students and parents</p> <p>Provide performance opportunities</p> <p>Maintain appropriate records of participation by students</p> <p>Provide support for visiting ensemble leaders</p> <p>Keep up to date with current copyright requirements</p> <p>Contributes to the wider school co-curricular program</p>	<p>Achievements published in <i>Veritas Voice</i></p> <p>Semester Studio concerts Annual concerts Public performances eg Assembly, Festival of Music</p> <p>All reports checked, signed, copied &amp; distributed</p> <p>Operate within allocated budget</p> <p>Students accelerated into Mdp/SS ensembles as appropriate</p> <p>Variety of ensembles throughout the year</p> <p>Strong, stable numbers of ensemble members</p> <p>Regular performances eg assembly, Musical, K-12 concert, liturgies</p> <p>Up to date rolls Ensemble membership noted on reports Data provided for entry in Caz database</p> <p>Assistance with paperwork, resources and performance opportunities provided</p> <p>Music stamped, attendance at copyright seminars</p> <p>Participation in co-curricular activities as negotiated with Head of Primary School</p>
<b>Support of school Liturgical</b>	<p>In liaison with the REC select and prepare music for Del Monte liturgies</p>	<p>Consultation with classroom teachers re music</p>

Key Objective	Tasks & Duties	Key Performance Indicators
celebrations	<p>Lead whole school singing practice</p> <p>Liaise with DM clerical staff in preparation of booklets, Powerpoint presentations and song sheets</p> <p>Keep up to date with new liturgical music</p> <p>Act as a resource for classroom teachers</p> <p>Liaise with senior campus to ensure a K-12 perspective</p>	<p>Regular meetings with REC occur</p> <p>Musicians are trained</p> <p>Piano accompaniment for hymns is provided</p> <p>Students know the musical repertoire and participate fully in liturgical celebrations</p> <p>Documents prepared in advance of liturgies and available to participants</p> <p>New music included at all liturgies</p> <p>Suggest appropriate music for liturgies. Rehearse hymns as requested</p> <p>College liturgies have age-appropriate music. Del Monte students perform solos and play in the orchestra</p>
<b>Promote College Music Programs and Activities</b>	<p>Contributes to the review of music policies as directed by the Director of Music</p> <p>Liases with campus personnel re music responsibilities and timetabling of activities</p> <p>Disseminate relevant music information to members of the campus community</p> <p>Promote and engage the Del Monte community in music activities</p> <p>Liaise with the Director of Music to promote and develop the K-12 perspective in music</p>	<p>Regular meetings with the Director of Music occur</p> <p>DM Deputy informed and able to plan accordingly</p> <p>Items in <i>Veritas Voice</i> <b>Veritas</b> magazine, attendance at orientation sessions, parent information nights</p> <p>Provisions of a range of K-12 initiatives eg K-12 Concert, Festival of Music, Orchestra visit</p>