



# CHRISTIAN COLLEGE G E E L O N G

Applications are invited from dedicated staff who desire to work in a fine Independent College where academic excellence and Christian values are emphasised.

The following positions commence Term 1, 2017 at one of the College campuses around Geelong and the Bellarine Peninsula:

**LOWER AND UPPER PRIMARY CLASSROOM TEACHERS** *Parental Leave Replacement Positions*

**SPECIAL EDUCATION TEACHER** *Prep to Year 9*

**SECONDARY ENGLISH TEACHER**  
*Ability to teach VCE English an advantage*

**VCE CHEMISTRY/PHYSICS TEACHER**  
*Ability to teach Mathematics Methods an advantage*

**SENIOR SCHOOL CAREERS TEACHER - 0.6 (FTE)**  
*Fixed-Term Contract (Term 1)*

**MIDDLE SCHOOL CHAPLAIN - 0.8 (FTE)**  
*Parental Leave Replacement Position*

**HEAD OF STRINGS - CHRISTIAN COLLEGE  
G E E L O N G**

**SENIOR CLASSROOM MUSIC TEACHER - 0.4 (FTE)**

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*Position descriptions can be found on the College website: [christiancollege.vic.edu.au](http://christiancollege.vic.edu.au)*

**Applications should be forwarded to:**

Secretary to the Principal  
18 Burdekin Rd, Highton Vic 3216  
[principal@ccg.vic.edu.au](mailto:principal@ccg.vic.edu.au)

*Applicants should be aware that the College is committed to the safety of children and carry out all the 'Working with Children', 'Police Records' and 'Reference' checks we consider necessary to ensure that we are recruiting and employing people of the finest character.*

**CLOSING DATE: Monday, 5<sup>th</sup> September, 2016**



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## **POSITION DESCRIPTION: Head of Strings**

### **Teacher Position Description**

Teachers at Christian College are professional people and this is reflected in their teaching and in their relationships with students, parents and other staff members.

### **Classroom and Student Management**

Christian College teachers create a learning environment that stimulates interest and purposeful learning in which the dignity of each individual is respected. The physical learning environment can facilitate student interest in learning and takes into account the nature of the learning tasks. Classroom and student management strategies take into account the age range of students and lead to purposeful learning by students in the class. Our teachers support and encourage students in their faith development, building their capacity to learn and reflect upon their own practice to provide quality teaching for their students.

### **Curriculum**

Our staff cooperatively and collaboratively work to deliver, document and revise curriculum that reflects the College philosophical statement.

### **Context of Role**

Music is an essential part of the life of Christian College Geelong and the education of a significant number of students in Years Prep to 12. They are offered a wide range of performing experiences as soloists and in ensembles. Christian College Geelong is an interdenominational Christian school that regards all students as individuals with gifts and needs. Staff are expected to support the Christian ethos of the College.

The College's Senior Ensembles tour Bi-annually to festivals and events both interstate and overseas. All Middle School and Senior School College ensembles have an annual rehearsal camp as well as participate in local eisteddfods, festivals and competitions.

Christian College Geelong is seeking to appoint a dynamic and enthusiastic educator to the position of Head of Strings. The Head of Strings is responsible for the development, implementation and coordination of the string program at the College, in the Junior, Middle and Senior Schools. There are currently five string orchestras providing ensemble experience for string students across the College.

The ensemble program at Christian College Geelong is extensive and caters for all students at all levels of proficiency. Over 800 students undertake instrumental tuition and ensembles include concert bands, string orchestras, stage and jazz bands, chamber ensembles and a folk music group. The College also has a rich tradition of singing with many students belonging to one or more of the eight choirs.

To support this diverse program, we have an extensive music department of over 50 salaried and visiting music teachers with salaried staff in charge of Strings, Woodwind, Brass, Percussion, Accompanying and Keyboard, Ensembles, Voice and Choral, Jazz Studies, Music Technology and Curriculum.

### **Key Internal Contacts**

- Director(s) of Music
- Music Administrator
- Music Tutors
- Classroom Teachers
- Students and Parents

### **Key Responsibilities**

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role:

- Oversee the coordination of ensemble rehearsals across the string program
- Liaise with instrumental string tutors regarding individual lessons, small group tutorials and ensemble rehearsals
- teach violin/viola on an individual basis for the balance of a full-time loading
- teach string instruments in the classroom instrumental programs as required
- conduct string ensembles and chamber ensembles
- work collaboratively with staff in the Music Department to further develop the music curriculum
- be responsible for the selection of music, preparation and conducting of ensembles for performance at assemblies and concerts
- prepare reports and documentation within a given timeline. Thorough records must be maintained for each student
- provide advice to the Director(s) of Music regarding budgeting and maintenance costs, purchasing new instruments, strings and accessories
- catalogue and stocktake string instruments and assess instruments in need of repair
- prepare students for AMEB examinations and VCE, where appropriate
- participate in music tours, music camps, College musicals and other extra-curricular activities as required
- attend staff meetings and undertake other duties within the College, as required
- attend staff meetings and undertake other duties within the College, as required
- attend professional development courses, as appropriate

### **Knowledge, Skills and Qualifications**

- violin or viola must be the candidates primary instrument
- knowledge of all string instrument elementary fingering and bowing techniques
- completion of a degree in music/instrumental education or relevant professional experience

- must hold, or be willing to obtain a valid Working with Children Check
- experience in teaching violin/viola to junior school students through to secondary school aged children (including Diploma level) is essential
- demonstrate a thorough understanding of the pedagogical principles of both general music education and more specifically, string playing and teaching
- ability to develop constructive relationships with students which engender positive attitudes to learning

### **Teaching Methodology**

Christian College teachers use a variety of teaching techniques that support unit planners and the students' developmental levels and which encourage students to think, to solve problems and to learn independently. They;

- develop challenging learning activities
- build students' capacity to learn
- actively engage students in the learning process
- make use of the wide variety of teaching resources (including technology) available in the College and community
- use a variety of ways of grouping students to take into account the desired learning and social outcomes

### **Assessment and Evaluation**

Using a range of assessment and evaluation techniques, Christian College teachers regularly assess student progress to give students feedback on their learning and to plan future learning activities.

Assessment information is also used to evaluate the effectiveness of the teaching program and the suitability of the course content and materials. Students are given information on what will be assessed and the methods to be used.

Christian College teachers are able to consider aspects of assessment of learners, for learners and cater for students to assess themselves as learners.

Christian College teachers;

- diagnose and make provision for learner needs, conferring with colleagues in the faculty or year level as necessary or required by the Director of Teaching and Learning or Director
- monitor student progress in a variety of ways
- keep comprehensive records of each student's progress
- communicate with and provide feedback to students to assist them in self-assessment of their learning
- communicate with students and parents as requested and by writing reports which clearly reflect the student's approach to learning, performance on a range of assessment tasks, strengths and weaknesses and recommended future learning strategies
- comply with expectations of regulatory authorities such as VCAA

## **Interpersonal Relationships**

Christian College teachers communicate with students, parents and their teaching and non-teaching colleagues in a clear, respectful and professional way, thus providing a role model which assists in every student's development. They demonstrate and respect the Christian ethos of the College through their daily interaction with others. They;

- attend daily devotions to share fellowship with colleagues and students
- communicate clearly and appropriately
- establish rapport with students
- motivate students
- accommodate individual difference in learning rates and styles
- encourage student participation in all aspects of the learning process
- maintain professional confidentiality on information about students while share relevant information with their teaching colleagues
- establish effective and cooperative working relationships with teaching and non-teaching colleagues and work as a member of a team

## **Professional Development**

Christian College teachers keep abreast of developments in teaching and learning in the areas of their teaching responsibility as well as current developments in educational research and thinking. They contribute to the professional development of other staff members within the School by sharing knowledge, ideas and resources. They acknowledge the role they play in parent education and in keeping the community informed of developments in their profession. Christian College teachers reflect on their professional practice to ensure high quality teaching is provided to their students.

## **General School Expectations**

Christian College teachers are fully committed to the aims and ethos of this Christian coeducational Independent school, and are fully prepared to participate in its co-curricular program. They;

- attend whole College staff meetings, campus staff meetings, cross campus faculty meetings and other meetings as scheduled
- participate in the annual College Retreat
- attend all timetabled lessons on time
- carry out extra duties as required, including taking replacement classes for absent colleagues
- assume pastoral care responsibilities as appropriate including participation in the House system
- take an active interest in the activities of the College
- maintain administrative requirements
- demonstrate support of College rules in all dealings with students following the procedures outlined
- attend parent teacher interviews
- attend the relevant Presentation Evening and other designated significant College activities such as Year 12 Graduation and any other compulsory functions requested by the Principal or delegate with one terms notice

- attend worship services at the commencement of each term and at the end of the year as well as assemblies and services to which they are assigned, as required at their campus
- participate in the College camping program as required
- Yard Duty responsibilities as outlined at each campus

## **Behaviours**

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can best be summarised as *“treating others as you would like them to treat you”*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all times
- be open and honest in all communication – students, staff and parents
- respond promptly to communications
- show respect to all students, staff and parents
- embrace change
- act with professionalism ensuring that personal goals are in line with the College vision and strategies
- have a good working knowledge of all the policies and procedures
- be a self-starter, show initiative
- strive for excellence, take pride in what you do
- be accountable and responsible
- be punctual
- offer ideas for improvement
- offer and receive feedback
- be active in managing hazards and risks associated in performing daily tasks

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, successful candidates may be required or requested to perform other work duties not specifically listed herein. Christian College Geelong reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the College.

## **General Conditions of Employment**

The Head of Strings at Christian College Geelong is a full-time, ongoing position.

### **Please Note:**

Christian College Geelong is an organization committed to child safety. We have a zero tolerance approach to child abuse. Our robust human resources, recruitment practices and vetting processes are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out all the ‘Working with Children’, ‘Police Records’ and ‘Reference’ checks we consider necessary to ensure that we are recruiting and employing people of the finest character.