# POSITION DESCRIPTION

**Instrumental Teacher**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Instrumental Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports To:</td>
<td>Head of Performing Arts</td>
</tr>
</tbody>
</table>

## Carey Charter

**Carey’s Charter**

**WHAT IS CAREY?**
Carey is a leading Christian, co-educational independent school community committed to learning, wellbeing, service and spirituality.

**WHAT DOES CAREY DO?**
Carey works in partnership with families to develop wise, independent and motivated young people who will engage with and lead in their local, national and global communities.

**CAREY VALUES:**
- **Integrity** ... care, honesty, morality, respect
- **Service** ... altruism, generosity, passion, sustainability
- **Spirituality** ... communal, contemporary, holistic, inclusive
- **Teamwork** ... collaboration, communication, initiative, leadership
- **Thinking** ... creativity, inquisitiveness, intellect, reflection
- **Wellbeing** ... courage, happiness, health, resilience

**HOW DOES CAREY DISTINGUISH ITSELF?**
- **Learning** At Carey learning is dynamic, empowering and lifelong. All decisions are taken to improve student learning.
- **Excellence** At Carey we strive for excellence across the three Carey pillars: curricular, co-curricular and wellbeing.
- **Staff** At Carey our staff are expected to be expert in their fields, collegiate and passionate. They are supported to be the best they can be.
- **Co-education** At Carey we nurture a balanced co-educational environment to prepare our students to lead, learn and serve with confidence, capacity and compassion.
- **Service** At Carey we actively pursue social justice which is reflective of our Christian ethos.
- **Innovation** At Carey we improve through courageous innovation, while respecting our traditions.
- **Partnerships** At Carey we build strong relationships based on respect, trust and collaboration.
Duties & Responsibilities

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

Classroom Management

Carey 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 management strategies take into account the age range of students and lead to purposeful learning by students in the class.

Curriculum

Within the stated curriculum, Carey teachers develop a clear and comprehensive course of instruction that is congruent with course objectives.

Teaching Methodology

Carey teachers use a variety of teaching techniques which suit the course objectives and the students’ developmental levels and which encourage students to think, to solve problems and to learn independently. They:

- develop challenging learning activities
- actively engage students in the learning process
- make use of the wide variety of teaching resources (including technology) available in the School 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, Carey 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. Carey teachers:

- diagnose and make provision for learner needs, conferring with specialist staff in the School if necessary
- monitor student progress in a variety of ways
- keep comprehensive records of each student’s progress
- communicate with 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 courses of action.
Interpersonal Relationships

Carey 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;

- communicate clearly and appropriately
- establish rapport with students
- motivate students
- accommodate individual differences in learning rates and styles
- encourage student participation in all aspects of the learning process
- maintain professional confidentiality on information about students while sharing 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

Carey teachers keep abreast of developments in curriculum and teaching techniques 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.

General School Expectations

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

- attend whole of School staff meetings, section of School staff meetings, and other meetings as scheduled
- attend all timetabled lessons on time
- carry out extra duties as required
- assume pastoral care responsibilities as appropriate
- take an active interest in the activities of the School
- carry out administrative requirements
- demonstrate support of School rules in all dealings with students
- attend parent teacher interviews
- attend Speech Night and other designated significant School activities
- attend Chapel services in the section of the School to which they are assigned, as required
- attend School outdoor education or other curriculum based camps.

Carey has zero tolerance for child abuse and is committed to acting in the best interests of children and to keeping them safe at all times.

Carey Baptist Grammar School reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

The School performs thorough assessments of potential and existing employees. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.