

Position Title	Specialist Music Instructor/Tutor Viola and Violin (Classes 3–8) Part-time, Fixed Term
Area	Primary and Secondary Years
Position Reports to	Specialist Teachers are responsible to the Principal through the Deputy Principal
Role Location	The Castlemaine Steiner School & Kindergarten (CSSK) sits on Dja Dja Wurrung country on 18 acres of beautiful bushlands, approximately 5km from the township of Castlemaine. Established in 1988, CSSK is non–denominational and founded in the educational principles of Rudolf Steiner.
Key Role Relationships	Principal, Deputy Principal and all CSSK Staff

Statement of Commitment to Child Safety

The wellbeing and safety of all students is of central importance at Castlemaine Steiner School & Kindergarten (CSSK). Young people, including those of a linguistically or culturally diverse background, with a disability, or who identify as Aboriginal or Torres Strait islander, have the right to be physically and emotionally safe at all times. They have the right to be protected from all abuse and neglect. All employees of Castlemaine Steiner School & Kindergarten are responsible for ensuring the Child Safe Policy is enforced and are required to follow the CSSK *Code of Conduct – Child Safety* and undertake training in this area as required. All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy.

PRIMARY ROLE

The Specialist Music Instructor/Tutor at Castlemaine Steiner School & Kindergarten (CSSK) provides high-quality music education for students in Classes 3-8, consistent with the School's values and vision. Working collaboratively within the Music Team and CSSK staff, the Specialist Music Instructor/Tutor nurtures students' artistic, cognitive, and social capacities and contributes to CSSK's rich musical life through individual and group string instruction, ensemble leadership, and active participation in school performances and festivals.

The Specialist Music Instructor/Tutor is a qualified and experienced musician and educator, capable of instilling a love of instrumental music in children and adolescents while supporting the ongoing development of CSSK's music program.

Key Responsibilities

- Deliver high-quality individual and class group string instruction for students from Class 3 to Class 8, catering to a range of abilities from beginner to intermediate.
- Direct and/or support class string ensembles, fostering ensemble discipline, attentive listening, and effective musical collaboration.
- Prepare students for performance opportunities such as class and school concerts, soirees, festivals, and community events.
- Attend and contribute to school performances, festivals, and community events.
- Contribute to music program planning and evaluation, working collaboratively with the Music Team and relevant CSSK staff.
- Participate in weekly setup and pack-up of ensembles, and maintain rehearsal spaces, instruments and sheet music collections in good order.
- Attend Music Team meetings, and liaise regularly with the College of Teachers, Deputy Principal, and Principal (or their nominees) regarding performance planning and scheduling.
- Liaise with parents as needed regarding lesson times, attendance, progress, and home practice expectations.
- Prepare twice-yearly brief written feedback reports to inform parents of student learning progress.
- Participate in parent interviews once per semester.
- Undertake other reasonable duties related to the development and maintenance of the CSSK music program.

Teaching Practices

The Specialist Music Instructor/Tutor is expected to:

- Create a purposeful and inclusive learning environment where students experience music as a joyful and meaningful practice.
- Build strong, respectful relationships with students and colleagues, grounded in trust and professionalism.
- Use a range of developmentally appropriate teaching methods to nurture musical confidence, technical skill, and creativity.
- Provide clear learning intentions and constructive feedback to students that supports self-reflection and growth.
- Participate in the School's student wellbeing and care systems and processes
- Differentiate instruction to support varied learning needs, including students with developing fine motor, information processing, or concentration skills.
- Hold students accountable to the School's expectations for clothing and behaviour, in line with CSSK's policies and values.
- Liaise with the Deputy Principal concerning class groups and individuals.
- Contribute to and support the ongoing growth and visibility of the School's music program.

General Duties and Expectations

All staff members at CSSK are expected to:

- Adhere to all school policies, including compliance with the Child Safe Standards, and model the ethos of CSSK in professional practice.
- Be present and punctual during committed teaching hours.
- Attend staff, faculty, and other relevant meetings as required by the Leadership Team.
- Undertake yard duty or general supervision as rostered.
- Work collaboratively with colleagues across the School.
- Use technology as relevant to the CSSK context.
- Participate actively in school life, including performances, festivals, and whole-school events such as open days and fairs.
- Maintain professional conduct, accurate records, and duty of care at all times.
- Attend staff professional development and curriculum planning days on scheduled working days.
- Participate in the Professional Reflection and Review processes used at CSSK.
- Communicate effectively and engage respectfully with families.
- Uphold confidentiality and maintain professional communication

External Relations

Public relations (e.g. Contact with the media, police) and contact with general external agencies is the responsibility of the Principal or delegate.

Professional Qualifications

Copies of all qualifications are required by the School.

Confidentiality

As a Specialist Instructor/Tutor, you may become aware of academic, behavioural, emotional, medical, or family information about students and their families, as well as information relating to staff. All such information is confidential and must only be used for the purpose of supporting the student's learning and wellbeing.

You are required to:

- Treat all personal information as private and sensitive.
- Share information only with the relevant Class Teacher/Guardian, Deputy Principal, Principal, or Learning & Support staff when it is necessary for student safety, learning, or wellbeing.
- Refrain from discussing student or family matters with other parents, students, or community members.
- Store any notes or records securely.
- Avoid retaining personal records outside the school's approved systems.

VIT-registered staff must additionally uphold the Victorian Teaching Profession's Codes of Conduct and Ethics.