MacKillop CATHOLIC COLLEGE

IN FAITH AND HOPE AND LOVE

APPLICATION PACKAGE

MUSIC TEACHER - 2027

Applications Close - Monday 30 November 2026



General Information

MACKILLOP CATHOLIC COLLEGE

MacKillop Catholic College is a co-educational Year 7-12 Catholic secondary school located in Mornington on Hobart's Eastern Shore.

We aim to educate the whole person: spiritually, intellectually, physically, socially, emotionally and morally. We believe in the importance of a broad curriculum suited to the needs, abilities and interests of the students. We aim to provide encouragement and opportunity for each student to reach excellence and to achieve to the best of their God-given talents.

For further information click the following link to access the MacKillop Catholic College website: https://www.mackillop.tas.edu.au/

CATHOLIC EDUCATION TASMANIA (CET) is a community of thirty-eight schools and colleges serving over 17,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.
Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and coordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:
The Archbishop's Charter for Catholic Schools
The Tasmania Catholic Education Single Enterprise Agreement 2024
CECT Constitution
CECT Policies
School Policies

For further information click the following link to access the CET website:
http://catholic.tas.edu.au/

POSITION DESCRIPTION
Teacher

Role Title	Secondary Teacher
Classification	As per the Tasmanian Catholic Education Single Enterprise Agreement 2024
Reports to	Deputy Principal - Teaching and Learning
Key Relationships	Principal, Deputy Principal - Wellbeing, Head of Learning Staff, Students, Parents, Visitors, TCEO Staff, External Suppliers
Employment Type	Ongoing/Fixed Term
FTE	Up to 1.0 FTE

POSITION OBJECTIVES

The primary role of the class teacher is to provide for the spiritual, academic and wellbeing needs of all students and to adhere to Catholic principles, by personal example, integrity and behaviour.

The Secondary Teacher works as a member of the relevant Learning and Teaching Department. They report to the Deputy Principal - Learning and Teaching through the relevant Leading Leader. The Learning Departments deliver learning programs for students in Years 7 to 12 that are engaging, inclusive, and aligned with curriculum requirements. Teachers bring subject expertise and strong classroom practice to support students at different learning levels.

CET REQUIREMENTS

As an employee in Catholic Education Tasmania:

- You must uphold Catholic belief and practice in all the Employee's activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools
- You have a duty of care to protect and preserve the safety of children and students and must always act in the best interests of them in accordance with the Tasmanian Catholic Education Commission's Child Safe Organisation policy.

RESPONSIBILITY, DECISION MAKING AND DIRECTION

The Teacher is responsible to the Deputy Principals and works under general supervision and direction. The role requires the exercise of professional judgement in planning, delivering and assessing teaching and learning programs, managing classroom environments, and supporting student wellbeing. The Teacher works within school policies and procedures, referring complex or significant matters to the Deputy Principals as required.

SPECIFIC FUNCTIONS AND DUTIES

Technical Accountabilities

- To promote and develop growth in faith and Catholic ideals through example and instruction.
- To create and maintain a safe and engaging environment to enable positive learning to take place.
- To be involved in ongoing personal and professional learning.
- To present professionalism that demonstrates clear programs and organisation.
- To be flexible in planning and classroom management.
- To support extra-curricular activities of the school; parish and community.
- To actively engage in collaboration.

Scheduling Accountability

- Report to the Principal and/or other senior staff regularly.
- Attend staff meetings and professional learning sessions.
- Meet with colleagues and senior staff to plan, moderate and discuss teaching and learning of students.
- Conduct Parent / Teacher Interviews.
- Prepare Learning Plans.
- Prepare written student reports at various intervals each year.
- Meet with parents as requested.

Knowledge, skills and abilities

- Demonstrated knowledge of how students learn.
- Understanding of Australian curriculum relevant to Tasmanian Catholic education.
- Understanding of current teaching pedagogy and best practice.
- Ability to create and maintain a supportive and safe learning environment.
- Ability to assess, provide feedback and report on student learning.
- Demonstrated ability to engage professionally with colleagues, parents/carers and the community.
- Ability to engage with the School community. Demonstrated commitment to ongoing professional learning.

PERSONAL CAPABILITIES AND ATTRIBUTES

- Strong commitment to the Mission of MacKillop Catholic College, actively modelling and promoting its values within the school community.
- To genuinely support each student within your care wherever possible, celebrating their diversity and catering for individual differences as required.
- To be active, collaborative, authentic, professional and relational members of a Catholic School Community.
- To develop and support a school culture that empowers students to think critically, discern wisely and value the search for truth.
- To openly and honestly provide professional feedback and support to colleagues through the sharing of teaching, public support of other colleagues, and maintaining the dignity of all people within our school community.
- To openly and honestly enter into dialogue with the Principal and Leadership team with relevant issues where necessary and appropriate.
- To recognise and support parents as the first and foremost educators of their children.
- To actively engage and encourage parents to be involved in their child's education through a variety of opportunities.
- To create an atmosphere in which parents feel comfortable approaching the teacher on matters relating to their child.
- To maintain positive, open and proactive communication with parents, students, staff and wider community.

QUALIFICATIONS

Essential

- Qualified and registered Teacher in Tasmania or ability to gain registration prior to the commencement of the position.
- Successful attainment of Accreditation B: Accreditation to teach Religious Education in a Catholic School; or the willingness to work towards the successful attainment thereof.
- Valid Registration to Work with Vulnerable People.
- Current and satisfactory National Police Criminal History Check (NPCHC).

Desirable

- Post graduate qualification in (Area of Specialisation or working towards).
- Current Motor Vehicle Licence.
- Current First Aid Certificate.
- Experience teaching different grade levels (7 – 12)

ROLE RELATIONSHIPS

Internal	External
Principal	Tasmanian Catholic Education Office
Positions of Leadership	Parents
School staff	Visitors/members of the public
Students	Archdiocesan staff/Parish Priests

SAFETY AND COMPLIANCE

Exercise responsibility required in accordance with Work, Health and Safety legislation, including:

- Take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace.
- Contribute to safe systems of work.
- Promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

ENVIRONMENTAL CONDITIONS

This role is based in a secondary college setting, working with students from Years 7 to 12. The position involves both classroom teaching and participation in wider school activities.

Work is primarily undertaken in classrooms and shared learning spaces, with regular use of digital tools and resources. The role requires standing for extended periods, moving between classrooms, and supervising students in a range of settings, including outdoor areas.

The position involves regular interaction with students, staff, and families, and requires the ability to manage a dynamic and sometimes demanding environment. Flexibility is required to respond to changing schedules, student needs, and school priorities.

DUTY STATEMENT
MUSIC TEACHER

This duty statement is to be read with the College's General Teacher Position Description. It outlines the additional subject-specific responsibilities and capabilities of the Music Teacher.

POSITION OBJECTIVES

The Music Teacher provides high-quality, inclusive and engaging Music education that supports student learning, creativity, confidence and participation. The role plans, delivers and assesses curriculum-aligned learning for students across the relevant year levels and courses, using a balance of practical music-making, performance, composition, listening and theory.

The Music Teacher contributes actively to the broader life of the College by supporting ensembles, performances, liturgies, productions and community events. The role builds positive relationships, maintains a safe and orderly learning environment, and works collaboratively with colleagues to improve student outcomes and strengthen the College's music program.

RESPONSIBILITY, DECISION MAKING AND DIRECTION

The primary role of the class music teacher is to provide for the spiritual, academic and wellbeing needs of all students and to adhere to Catholic principles, by personal example, integrity and behaviour.

SPECIFIC FUNCTIONS AND DUTIES

Music Curriculum and Practice

- Plan and deliver Music learning aligned with the Australian Curriculum.
- Teach through the interrelated strands of exploring and responding, developing practices and skills, creating and making, and presenting and performing.
- Develop students' practical and theoretical musicianship through listening, composing, performing, aural skills, music literacy, analysis and relevant music technologies.
- Develop students' understanding and purposeful use of the elements of music, including rhythm, pitch, dynamics and expression, form and structure, timbre and texture.
- Provide opportunities to explore music across cultures, times, places and contexts, including respectful engagement with Aboriginal and Torres Strait Islander music, cultures and perspectives.
- Design practical and written assessment that enables students to demonstrate progress against relevant achievement standards and course requirements.

Ensembles, Performances and College Events

- Coordinate, direct and conduct College ensembles, including bands, choirs and other performance groups, as appropriate.
- Support the Catholic identity and prayer life of the College by selecting appropriate repertoire and preparing students to contribute to Masses, liturgies, prayer gatherings and significant Catholic celebrations.
- Prepare students for performances, examinations, auditions and other approved music opportunities where relevant.
- Coordinate effectively with instrumental tutors, visiting artists and other approved providers.
- Promote inclusive participation and recognise student achievement across curricular and co-curricular music

Safety & Compliance

- Manage and maintain instruments, audio equipment, digital music technologies, sheet music and specialist teaching resources responsibly.
- Follow College processes for purchasing, booking, storage, stock control, copyright and music licensing.
- Identify and manage Music-specific risks associated with sound levels, electrical and audio equipment, manual handling, staging, rehearsals, performances and movement of instruments.
- Complete required risk assessments and approvals for performances, excursions, incursions and other Music activities.
- Maintain safe, organised and accessible music rooms, rehearsal spaces and performance areas, and report damage, hazards or maintenance needs promptly.

ROLE SPECIFIC CAPABILITIES

- Strong commitment to the Mission of MacKillop Catholic College, actively modelling and promoting its values within the school community.
- Strong knowledge of the Australian Curriculum: The Arts – Music, including relevant content descriptions and achievement standards, together with applicable senior secondary course requirements.
- Demonstrated musicianship and the ability to teach practical and theoretical Music across the assigned year levels.
- Capacity to direct or support ensembles, performances, productions or other co-curricular Music activities.
- Competence using instruments, music software, audio equipment and digital technologies relevant to the role.
- Ability to build student confidence, creativity, collaboration and safe performance practice.
- Proficiency in one or more instruments, voice, composition, music production or digital music technologies.
- Experience directing or supporting ensembles, choirs, bands, productions or performance programs.

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FINAL CHECK LIST FOR APPLICANTS:

Before sending in your application, use this checklist to ensure you have completed all important details. Check that you have:

- Review the Position Description, which contains the required criteria
- Included a letter of introduction addressing the Specific Functions and Duties and stating the reasons why you are applying for the role
- Included a current Resume, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken.

Find out more about MacKillop Catholic College and the application process please visit https://www.mackillop.tas.edu.au/community/employment/

HOW TO APPLY:

Applications can be submitted online via Seek.

** Applications maybe reviewed as they are received, and interviews may be conducted prior to the closing date. Early applications are strongly encouraged.*

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