



POSITION DESCRIPTION

POSITION: Music tutor

STATUS: Term Time

REPORTS TO:

DATE:

CLASSIFICATION: SO Level 6

Purpose of Position:

Under the general supervision of the Principal or nominee provide Instrumental Music lessons and assist with the Instrumental Music ensembles within the Instrumental Music program across Rockhampton Catholic Schools.

Key Characteristics:

Skills:

- Demonstrates tolerance, maturity, patience and a capacity for self organisation and the ability to respond and adapt whilst operating in an environment which is often demanding and busy.
- Facilitate effective communication with staff, students, parents and visitors in a way that enhances and contributes to the goals of Catholic Education.
- Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality.
- Self-directed development and the application of professional knowledge with substantial depth in some areas.
- A broad range of professional skills are applied to roles and functions in both varied and highly specific contexts.
- A proportion of competencies involve complex, specialized or professional functions.
- Competencies are used independently and are substantially non-routine with initiative being exercised in the application of professional practices.
- Significant discretion and judgement are required in planning, design, professional, technical or supervisory functions related to services, operations or processes for self and/or others.

Supervision:

- Work will be carried out under broad guidance.
- Guidance will usually be related to task methodology and work practices.
- May involve a level of autonomy in accordance with a broad plan or budget strategy.

Supervision of Others:

- Responsibility for the supervision and monitoring of the work of others and of workflow in the area of responsibility may be involved.
- Leadership and development of teams and responsibility for outcomes may be required.

Qualifications:

- Relevant formal qualifications at degree level are required.

Requirement:

- C class car licence
- Bluecard

Typical Duties:

Typical duties performed include, but are not limited to:

- Practice confidentiality and professionalism in relation to all aspects of the role.
- Under broad guidance, perform tasks of complexity associated with student learning experiences; preparing, implementing and supervising student learning in instrumental music.
- Follow protocols and expectations as stated in the College and Staff handbook.
- Take broad direction from the principal.
- Attend staff meetings, assemblies and other college events as required.
- Undertake relevant professional development.
- Show a high level of energy, motivation, flexibility and enthusiasm for working with students. Be alert, spirited and responsive to students, showing an interest and a keenness to help and support their learning.
- Create a supportive environment through which all may operate within a positive and production climate, maintaining communication with principal, staff, students and visitors by acknowledging them, welcoming and always being pleasant, understanding and co-operative.

Specific Duties:

- Facilitate Instrumental Music lessons for nominated instruments at Catholic Secondary Colleges and Catholic Primary Schools in North and South Rockhampton.
- Assist with the timetables for Instrumental Music lessons.
- Monitor student attendance at Instrumental Music lessons and notify parents when students are not attending regularly.
- Assist with the distribution of all information forms for the Instrumental Music Program under the guidance of the Instrumental Music Co-ordinator.
- Communicate with the Director: Instrumental Music regularly.
- Liaise with parents concerning enquiries about the students that they are responsible for in the Instrumental Music Program.
- Report on Instrumental Music students each Semester.
- Keep accurate rolls for the purposes of accounts to parents.
- Ensure clear communication channels with the Ensemble Directors.
- Assist with the Ensemble Program including Ensemble directing, conducting, camps and other activities when required.