

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Instrumental Music Tutor – Guitar</b>
<b>SECTION:</b>	<b>School Officer</b>
<b>REPORTS TO:</b>	<b>Program Leader – Instrumental Music &amp; Culture 4-12</b>
<b>CLASSIFICATION:</b>	<b>School Officer – Level 6</b>
<b>AWARD:</b>	<b>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023</b>
<b>LOCATION:</b>	<b>Ryan Catholic College, Kirwan</b>

## OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

## OUR SYSTEM VISION

*“The promotion of the human person is the goal of the Catholic school”*

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998

OUR VALUES		JESUS TEACHES US:	
<b>COMMUNITY</b> (John 15)	The greatest commandment Jesus teaches us is to Love God, Love others.	<b>LOVE</b> (John 4:7-19)	Love is the core value of the Gospels.
<b>PROMOTING LIFE IN ABUNDANCE</b> (John 10:10)	God wants us to live life to the full.	<b>RECONCILIATION</b> (Luke 15:11-32)	Jesus' supreme act of love in dying on the cross reconciled humankind to God.
<b>INCLUSION</b> (Luke 19:1-10)	God invites all to live in God's love, including those that might be excluded by society.	<b>HOPE</b> (Luke 24:13-35)	We can all hope for the fullness of glory with God because God is faithful to His promises.
<b>JUSTICE</b> (Matthew 25:31-46)	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	<b>LIBERATION</b> (Luke 4:18-21)	God frees us from all evil if we trust in God and live our life in God.
		<b>COMPASSION</b> (Luke 10:30-37)	In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.

## ABOUT THE ROLE

Ryan Catholic College, Kirwan, provides a Catholic education for both boys and girls from Prep to Year 12 on two campuses (Prep to Year 4 and Years 5 to 12). Students are offered a diverse curriculum in modern, well-equipped facilities.

The primary purpose of the Instrumental Music Tutor position is to provide instrumental tutoring and enable students to achieve standards of performance on their chosen instrument/s at a level commensurate with their skills.

It is expected that the Instrumental Music Tutor will be a passionate advocate of music education and the music program within the College community. Instrumental tutors through their pedagogical practice, co-curricular and academic curricular involvement will uphold the strategic direction and vision of TCE and the College Leadership Team.

## KEY ACCOUNTABILITIES

The key accountabilities are as follows but not limited to, and may vary based on classroom and student's support needs.

### Curriculum

- Provide instrumental tutoring in areas of expertise with skill, care and diligence
- Carry out tutoring duties as required by the Program Leader – Instrumental Music & Culture 4-12
- Actively contribute to a positive learning culture for students engaged in the Music Program
- Maintain records of development as they pertain to student progress, and share these records with the Program Leader – Instrumental Music and Culture 4-12.

### Contribution to the Instrumental Music Program

- Responsibility for maintaining accurate lesson attendance records, and reporting on student absenteeism
- Develop and maintain effective working relationships with parents, teachers and students
- Submitting reports at the end of each term
- Prepare for Music Performances at the College in collaboration with other Music Program staff and the Program Leader
- Promote the Music Program and its role within the College.

### Professional Development

- Support collegiate learning by sharing learnings with colleagues
- Proactively seek opportunities to extend own professional learning via internal and external training.

## STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

## ABOUT YOU

### Experience

- Experience in tutoring an instrument/s in a school/college setting
- Demonstrated expertise in instrumental teaching and enthusiasm for teaching
- Demonstrated competence and confidence in using a personal computer and relevant software packages e.g. Microsoft Word, PowerPoint and Excel

### Skills

- Organisational planning and coordination skills including the ability to manage demanding or competing deadlines
- Professional presentation skills with the ability to proactively engage and enthuse both students, parents and other colleagues.

### Attributes

- Understanding of, and/or interest in the development and continued progress of music education within the College
- Excellent interpersonal and communication skills, including ability to work collaboratively with all members of the College community and to communicate with a wide range of individuals including students, parents, teachers, consulting professionals
- Discretion and an ability to maintain confidentiality.

## Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government.
- Degree in Music, Music Education or other relevant qualification
- Current Driver's Licence
- Ability to travel from time to time within the Catholic Diocese of Townsville

- Ability to perform the physical requirements of the role in a safe manner.

#### Desirable Criteria

- Current First Aid certificate
- Capacity to play a variety of musical instruments.

*Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.*

#### HOW YOU WILL BE ASSESSED

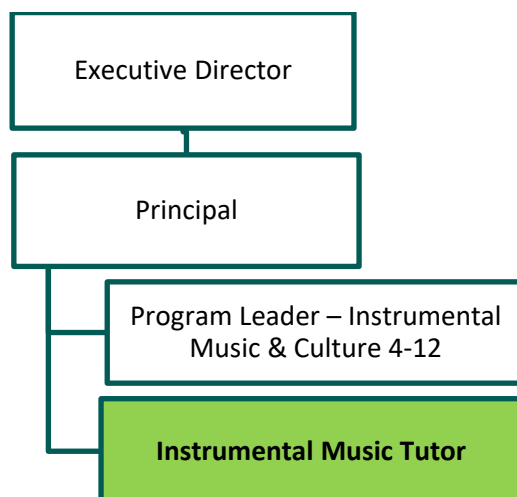
How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Displays a sense of self-efficacy and personal identity	Supports and engages change processes
Displays intuition as well as logic and reason	Demonstrates appropriate styles of decision making
Projects confidence, optimism and resilience	Inspires a collegial purpose and vision
Demonstrates honesty and integrity	Supports efficient and robust structures and systems
Demonstrates ethically responsible behaviours	Focuses on core outcomes and accountabilities
Is morally courageous	Engages in workplace learning and relevant professional development
Demonstrates a commitment to personal spiritual growth	Operates with a commitment to sound educational focus
Displays imagination and vision	Operates with a spirit of service and professionalism
Integrates work and personal life	Develops moral purpose
Engages with the Catholic culture	Demonstrates capacity to provide professional support
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities

## REPORTING & OTHER RELATIONSHIPS

The Instrumental Music Tutor is accountable in the first instance to the Program Leader – Instrumental Music & Culture 4-12 and then to the Principal. The Instrumental Music Tutor consults and liaises with Program Leader – Instrumental Music & Culture 4-12, other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



## ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_