**POSITION DESCRIPTION**

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| **POSITION TITLE:**  | **Instrumental Music Tutor – Piano** |  |
| **SECTION**: | **School Officer** |  |
| **REPORTS TO:** | **Instrumental Coordinator** |  |
| **CLASSIFICATION:** | **School Officer – Level 6** |  |
| **AWARD:** | **Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2015 - 2019** |  |
| **LOCATION:** | **Holy Spirit Catholic School, Cranbrook** |  |

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| **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*



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| **ABOUT THE ROLE** |

Holy Spirit Catholic School, Cranbrook is a place where children learn and find strength - the Spirit. As a Catholic co-educational primary school located in Cranbrook, Holy Spirit is one of Townsville’s oldest and now largest Catholic schools with more than 670 students from Prep – Year 6. The dedicated staff continuously strive for educational excellence based in the Catholic tradition, underpinned by the school’s motto is 'Strength in the Spirit'.

The primary purpose of the Instrumental Music Tutor position is to provide instrumental tutoring which will 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 School community. Instrumental tutors through their pedagogical practice, co-curricular and academic curricular involvement will uphold the strategic direction and vision of TCE and the School Leadership Team.

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| **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 area of expertise with skill, care and diligence
* Carry our tutoring duties as required by the Instrumental Coordinator
* 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 Instrumental Coordinator.

**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 semester
* Prepare for Music Performances at the School in collaboration with other Music Program staff and the Instrumental Coordinator
* Promote the Music Program and its role within the School.
* Accompany school groups for performance events – Easter Liturgy, Eisteddfod, Awards Ceremonies etc.

**Professional Development**

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

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| **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.

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| **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 school
* Excellent interpersonal and communication skills, including ability to work collaboratively with all members of the school community and to communicate with a wide range of individuals including students, parents, teachers, consulting professionals
* Discretion and an ability to maintain confidentiality.

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| **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.

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| **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.*

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| **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.

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| **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 |

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| **REPORTING & OTHER RELATIONSHIPS** |

The Instrumental Music Tutor is accountable in the first instance to the Instrumental Coordinator and then to the Principal. The Instrumental Music Tutor consults and liaises with Instrumental Coordinator, other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.

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| **ACKNOWLEDGEMENT** |

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

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| **Employee Name:** |  |
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| **Signature:** |  | **Date:** |  |