

position description

PD016: Instrumental Music Tutor

position details

Position Title	Instrumental Music Tutor
Department	Performing Arts (Music)
Reports To	Head of Performing Arts
Industrial Instrument	Educational Services (Schools) General Staff Award 2020
Classification	Level 5: Instructional Services Grade 4
Leave Profile	Casual

school

Throughout a student's time at Ballarat Clarendon College our focus is to maximise their competence, skills and capacity so that, at the end of their time at the school, when they stand on the threshold of their future, they can choose their *heart's desire*.

The school is based in Ballarat, a regional city in the heart of Victoria, just over an hour's drive from Melbourne. Across three campuses students attend the school from 3-year-old Early Learning to Year 12. Ballarat Clarendon College is an equal opportunity employer.

position overview

An Instrumental Music Tutor reports to the Head of Performing Arts. The Tutor is expected to tutor individual instrumental sessions as part of the co-curricular music program of the school.

key duties and responsibilities

- Teach your instrument(s) to individuals from Prep – 12.
- Prepare and post a weekly lesson schedule.
- All timetables are to be submitted to the Performing Arts Centre Office Administrator for approval. Once approved, music tutors must make individual contact with their students to confirm times of lessons.
- Create an environment of active and genuine learning by employing a range of tutoring strategies that meet the needs of all students.
- Design and implement a comprehensive and appropriately sequenced learning programme for students, reflecting current pedagogical practice and individual playing standard.
- Select appropriate repertoire and tutoring materials, in collaboration with other relevant tutors, to support a unified approach to tutoring and learning.
- Monitor each student's progress and keep the student and parents informed of progress, through the use of the Performing Arts Record Book and other communication methods.
- Keep accurate records of achievement and attendance, in order to provide meaningful reports and parent communications as required.
- Generate reports on each student in paired or individual lessons at the end of Semester Two each school year, and conduct parent teacher interviews for interested parents at the end of Semester One.
- Assist in the hire and maintenance of instruments for students.
- Assist with preparation and placement of students in the appropriate Clarendon ensembles and support the learning of repertoire as a part of instrumental lessons.

- Maintain your own skill and knowledge in Music, tutoring and your instrument(s)
- Actively pursue the development and improvement of your instrumental area by accessing and implementing up to date tutoring methods and curriculum tools.
- Utilise Information and Learning Technologies as appropriate to your instrument(s).

key stakeholders

This position is required to effectively manage stakeholder relationships with:

Internal

- Heads of School
- Heads of Department
- Employees
- Students

External

- Parents

selection criteria

1. A commitment to students' social, emotional and intellectual development, including a strong understanding of the Child Safe Standards.
2. Proficiency on instrument, with the ability to model and guide students through quality instruction.
3. Capacity to work in a high-performing team, including a willingness to seek and respond to feedback.
4. Proven ability to monitor student progress, planning for and executing this in lessons.
5. Proven ability to set and achieve goals, managing time and conflicting priorities effectively.
6. Strong interpersonal skills with demonstrated ability to build rapport with students, staff, parents and all other persons associated with Clarendon and the wider community.

general responsibilities

All staff have a requirement to:

- Foster and maintain effective working relationships to maximise successful outcome for the school.
- Comply with and complete all duties as required.
- Maintain and promote principles of occupational health and safety within the workplace, including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others at all times.
- Maintain and promote the principles of Child Safe Standards and requirements of Ministerial Order 870.
- Perform duties in accordance with the school's Crisis Incident Management Plan.

Workplace Harassment and Bullying

Each employee has the right to a work environment free from any form of workplace harassment and bullying. From an employee's orientation and throughout their employment, each employee is obliged to apply Clarendon procedures and participate in appropriate education and training to contribute to a safe workplace.

Quality Improvement

Each employee has a responsibility to commit fully to maintaining the Quality, Integrity and Service Standards of the school by:

- Ensuring that safety and quality initiatives are factored in to all activities.
- Ensuring that safety and quality is emphasised in all presentations/information sessions to staff and other stakeholders.
- Identifying areas of continuous improvement as appropriate.
- Actively participating in the review and continuous improvement of the quality and safety of children, including contribution to external accreditation processes.
- Ensuring that services provided meet external accreditation and auditing standards.
- Identifying and making recommendations on opportunity to improve processes, quality and safe service delivery outcomes on all services provided as appropriate.
- Adhering to community expectations, such as Clarendon being an equal opportunity employer.

Ongoing Employment Requirement

All employees are required to obtain the following documentation prior to commencement and maintain the following throughout the employment period:

- Valid Australian Work Rights
- Valid National Police Records Check
- Valid Working with Children Check Victorian employer category
- Current Victorian Drivers Licence
- Apply First Aid including CPR (HLTAID003)
- Anaphylaxis Management Training (22300VIC or 10710NAT)

child safe standards

Clarendon is a Child Safe School. We have a zero-tolerance stance towards all behaviours that may jeopardise this. We are committed to the protection of all children from all forms of abuse.

Clarendon is fully committed to the protection of children and young people during all school activities and environments both within and outside of school hours.

It is a requirement that all staff:

- Be aware of, understand and comply with the principles of the Child Safe Standards at all times.
- Ensure adherence to the school's Code of Conduct, Child Protection Policies, including the Child Safe Standards, and demonstration of behaviours in accordance with these.
- Undertake regular education activities in Child Safety.
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position, nor is it intended to be all inclusive. Therefore, the position may be required or requested to perform other work or duties in addition to or not specifically listed here. The school reserves the right to modify this position description from time-to-time in order to meet the operational requirements of the school.

acknowledgement

I acknowledge I have read, understood and agree to undertake the responsibilities and requirements detailed in this position description.

Given the dynamic environment in which Ballarat Clarendon College operates, the Principal may alter the roles and responsibilities of the position at their discretion in order to most effectively serve the needs of the school.

Signed by the Employee: _____
(Signature) (Name) (Date)

As endorsed by

Signed by the Manager: _____
(Signature) (Name) (Date)