

Position Description

This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

Position Details

Position	Instrumental Music Tutor
Award	Educational Services (Schools) General Staff Award 2020
Classification	Instructional Services
Reports to	Head of Instrument and the Director of Music

Child Safety

Trinity Grammar is a school where the dignity of each person is recognised, respected, and fostered. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.

All employees at Trinity Grammar School are required to:

- Have a current Working with Children Check or VIT registration
- Complete all mandatory reporting training and education about child safety
- Adhere to the School's Child Protection Policies, Staff Code of Conduct and associated policies and procedures
- Report suspected cases of child abuse in accordance with the School's policies

Position Summary

The purpose of this role is to tutor individual or group instrumental sessions as part of the TGS Music program. Instrumental Music Tutors are also involved in a range of other possible activities such as ensemble work, classroom Music, directing or conducting small chamber groups or large ensembles and assisting with the preparation of various music performances throughout the year. This role also requires Instrumental Music Tutors to maintain accurate record keeping practices and conduct assessment and reporting in accordance with TGS policy and protocols.

While the primary responsibilities of the position are as articulated, it is expected that the incumbent will engage with the school community and participate in events and activities with a particular emphasis on the Music and Performance programs of the School.

As part of the Music Department team and wider Educational Support Staff team, this incumbent of this position will work with their team to achieve team-based deliverables and individual goals while providing a high standard of service to support the School's functions and programs.

The person in this role takes direction from the Head of Instrument and the Director of Music and, as a member of the Educational Support Staff, the position also reports to the Director of Business.

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Educational Support Staff Commitment

All members of the Educational Support Staff (ESS) team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the school's systems and programs. ESS must be willing to assist and support other members within the team in accordance with our school's expectations of collegiality and teamwork. The Head of Instrument and the Director of Music, the Director of Business or their delegate may assign reasonable duties in addition to those listed in this position description.

Responsibilities	Performance Outcomes
To promote and enable the Trinity Strategic Vision	<ul style="list-style-type: none"> The Aspiration and Guiding Principles of the Strategic Vision are evident in the observable behaviours and professional practice of all staff at Trinity GS
Provide students with a child-safe environment	<ul style="list-style-type: none"> A demonstrated understanding of appropriate behaviour and legal obligations relating to child safety Be familiar with and comply with the School's Child-Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety
To inspire, motivate and grow a positive and collaborative learning culture across the School community	<ul style="list-style-type: none"> An environment of professional trust, empowerment and learning is fostered Observable professional behaviour and professional courtesy is modelled at all times A culture of high expectations and standards is evident in staff work practices and behaviours
To enact a shared understanding of outstanding teaching and learning practices	<ul style="list-style-type: none"> Music Tutors engage in behaviours that reflect a shared understanding of the vision for learning at Trinity Grammar
To provide outstanding instrumental music tuition to their students	<ul style="list-style-type: none"> High standards in all aspects of the instrumental music program relevant to the role are evident Accurate and complete records are maintained regarding student attendance and progress Skill and technique is developed and taught in a manner tailored to individual learning needs of each student Timely and appropriate feedback linked to individual student learning objectives is provided
Establish build good professional relationships and rapport with students, parents and staff	<ul style="list-style-type: none"> Interpersonal style is adapted to suit the different learning needs of students Effective listening and communication skills are evident Communication is regular and timely

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Regular maintenance and updating of music knowledge and practical performance skills	<ul style="list-style-type: none"> • A commitment to professional development and skills enhancement is evident • Theoretical knowledge and expertise is maintained and grown through continual professional development with an emphasis on general music education appropriate to Schools
Representing the School at events	<ul style="list-style-type: none"> • Networks and community relationships are fostered • Best practice opportunities in education are explored • Associations are maintained, and their resources utilised
Other duties as directed by the Principal and the Deputy Principal	<ul style="list-style-type: none"> • Engage in projects as directed by the Director of Music and the Head of Instrument • The School is represented in a range events and settings as directed

Qualifications and Skills

- Demonstrated experience in music education in a School environment
- VIT registration is preferred, but not essential
- Experience in a wide range of methodologies with well-developed instrumental skills
- A demonstrated ability to enthuse, motivate and encourage students to participate in School Music programs
- An up to date and thorough understanding of principles and practices relating to student learning strategies
- Working as part of a diverse team and working autonomously with limited supervision
- Excellent interpersonal skills that are evident through effective communication across the School and building and maintaining constructive working relationships
- Adaptable and flexible work ethic with a good understanding of the evolving nature of schools
- A strong capacity for patience and empathy in fostering a culture of care, innovation and high performance
- Ability to champion and embody the School's values through conduct, performance and collegiality
- Excellent IT skills including proficient use of the Microsoft office suite applications and database systems
- A reliable and dependable person who demonstrates professional integrity at all times
- Relevant skills and experience in musicianship

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Key Working Relationships

- Director of Music
- Head of Instrument
- Members of staff in the Music Department
- Music Walkers
- Current students and their families
- Relevant committees and associations

Policies and Procedures

All employees of Trinity Grammar School are expected and required to understand and adhere to all school policies and procedures. It is a condition of employment that all employees attend and participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of school policy may result in disciplinary action.

Approval

Developed by	Office of Human Resources
Approved by	Director of Business
Approval date	March 2022
Next review date	March 2025