

POSITION DESCRIPTION

Performing Arts Tutor



The Performing Arts Tutor is responsible to the Principal through the Director of Performing Arts and Deputy Principals.

A Performing Arts Tutor at Kolbe Catholic College inspires, enthuses, excites, guides, enlivens, and motivates students through the study, practice and performance of music and/or acting in a social setting.

CHILD SAFETY:

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make ([CECV Commitment Statement to Child Safety](#))

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

RESPONSIBILITIES:

Performing Arts Tutors at Kolbe Catholic College will:

- Actively and publicly promote and support the College; its mission, vision and values.
- Support the Catholic ethos of the College and the liturgical dimension of College life.
- Support the leadership of the College.
- Demonstrate a commitment to promoting and achieving best practice in matters relating to the performing arts
- Supporting the implementation of a comprehensive and sequential program for students.
- Ability to teach an additional discipline e.g., voice, dance, or a musical instrument is advantageous but not essential.
- Attend and participate in meetings as required by the Director of Performing Arts.

Teach your instrument(s) to either individuals or smaller groups from Years 7 – 12

- Deliver regularly scheduled lessons as per the Performing Arts private tuition timetable.
- Create an environment of active and genuine learning by employing a range of teaching strategies that meet the needs of all students.
- Set clear and meaningful goals for each student including the development of individual programs of repertoire for each student.

- Prepare your students for their various solo or ensemble performances.
- Monitor each student's progress and keep the student and parents informed.
- Keep accurate records of achievement and attendance in order to provide meaningful reports and parent communications as required.
- Allocate suitable instruments to students and attend to their maintenance throughout the year.
- Maintain your tuition area by; regularly checking equipment and your teaching area for possible damage and keeping in regular communication with the Director of Performing Arts.

Participate in the College's co-curricular programme.

- Prepare students either as soloists or ensemble members for the various performances that occur throughout the year.
- Assist in rehearsals and sectionals or take the responsibility for and direction of your own ensemble(s).
- Design and implement a specific and sequenced programme of instruction for each ensemble directed.
- Choose suitable, challenging repertoire that reflects the performance goals of each ensemble to inspire and motivate students to achieve their potential.
- Assist at concerts, recitals, workshops as required.

Assist in maintaining the music library, instrument inventory, teaching resources and equipment.

- Maintain your own skill and knowledge in Performing Arts, teaching and your instrument(s).
- Actively pursue the development and improvement of your area by accessing and implementing up to date teaching methods and curriculum tools.
- Utilise Information and Learning Technologies as appropriate to your instrument(s).
- Seek regular professional development opportunities such as attending appropriate seminars and courses.
- Participate in subject or area association meetings as appropriate and maintain relationships with professional associations.

OTHER DUTIES

- Other duties as required by and negotiated with the Principal
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent.

POSITION CLASSIFICATION:

- Position: Performing Arts Tutor
- Tenure: Term 4, 2025 with the possibility of extension into 2026.
- Remuneration: As per contract of employment

- Review - a performance review process will be developed based on a self and peer appraisal.