



# POSITION Description



## Instrumental Music Tutor

### POSITION DESCRIPTION

<b>Accountable to:</b>	Principal
<b>Line Manager:</b>	Head of Music Performance
<b>Tenure:</b>	Casual
<b>Hours:</b>	Approx. 3 hours per week
<b>Award:</b>	Educational Services (Schools) General Staff Award 2020

St Patrick's College is a Catholic secondary school for boys in the Edmund Rice tradition. As a day and boarding school for boys in Years 7 to 12, we are proud of our rich tradition serving the educational needs of young men from Ballarat, Western Victoria and beyond since 1893.

Central to the mission of the College is an unequivocal commitment to fostering the dignity, self-esteem and integrity of all students. This provides them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially. The College is committed to achieving excellence in all its forms.

St Patrick's aspires to be faithful to the Touchstones of a Catholic School in the Edmund Rice tradition; these touchstones are Liberating Education, Justice and Solidarity, Gospel Spirituality and Inclusive Community. St Patrick's College is an organisation committed to Child Protection and to the implementation of Child Safeguarding policies, procedures and practices.

At St Patrick's College, we aim to create a joyful workplace that celebrates the uniqueness of every staff member. We believe our staff are our greatest asset, and we are committed to ensuring that, through collaboration, teamwork, continuous professional learning, and support, all staff have the opportunity to reach their full potential and make their best contribution to the College.

We understand that fostering a positive and supportive environment for our staff directly impacts the quality of education and care we provide for our students. By empowering our staff, we ensure that they are best equipped to inspire and guide our students to achieve their fullest potential. Together, we strive to create an environment where both staff and students flourish in a culture of excellence.

#### **POSITION SUMMARY**

The Instrumental Music Tutor will be responsible for delivering one-one-one individual music lessons and preparing students for a range performances or music events at our college. All Instrumental Music Tutors are required to prepare and communicate their music timetable to their students, parents, and the music administrator. Where applicable, the IMT is responsible for directing ensemble(s) within our ensemble program.

## **DUTIES AND RESPONSIBILITIES**

- Actively seek and assist in promoting the instrumental music program to encourage music tuition
- Directly engage with parents and students to facilitate their involvements with the ensemble program at the College
- Actively seek opportunities to be involved with the ensemble program at the College by either directing an ensemble or assisting under the direction from the Head of Music
- Actively contribute to the overall short- & long-term goals within the music department by following the direction(s) of the Head of Music in respect of the instrumental music program including priorities for music lessons and ensembles
- Attend and assist a range of music events such as SPC in Concert, Music Camp, music tours, Performing Arts Dinner, year 7 orientation day, at the College as available
- Actively promote and prepare students to perform at a range of music events at the college
- Prepare and communicate the instrumental timetables to students, parents and the music administrator prior to the beginning of each term according to the lessons on rotation – music lesson cannot be scheduled in the same class for 2 weeks in a row
- Communicate promptly regarding any changes to the timetable to the students, parents and the music administrator
- Provide timely notice of any personal absences to the Music Administrator and ensure that missed lessons are rescheduled
- Teach a minimum of eight (8) lessons per student per term
- Provide constructive feedbacks on students' progress regularly, including their practice journal
- Actively follow up on student absence personally (any unexplained absences for 2 weeks in a row), regardless of year levels, by contacting parents and notifying the music administrator
- Complete electronic roll marking and ensure the student fulfils his own sign in / sign out requirements
- Prepare student for any external music exams/competitions (e.g AMEB, Trinity, Rockschoo, south street, etc.) as required
- Attend any music faculty meeting as required
- On a termly basis or as otherwise requested by the Head of Music, prepare a personalized instrumental report for each student regarding their instrumental development and provide strategies for improvement
- Assist in proofreading instrumental music report within the music team

## **Policies and Procedures**

The Instrumental Music Tutor must adhere to all relevant College policies and procedures, ensuring compliance with applicable legislative and regulatory requirements in the performance of their duties.

## **Child Safety**

The Instrumental Music Tutor will comply with the College's Child-Safeguarding Policy and Code of Conduct and any other policies or procedures relating to child safety, assist in the provision of a child-safeguarding environment for students, and demonstrate a duty of care to students in relation to their physical and mental wellbeing.

The Instrumental Music Tutor will work collaboratively with the Principal and the Leadership Team to ensure the College meets its ongoing obligations in respect of child safeguarding initiatives including as required by the Child Safety Standards set out in the *Education and Training Reform Amendment (Child Safe Schools) Act 2015* (Vic), Ministerial Order 1359 and the EREA National Safeguarding Standards.

## **Occupational Health and Safety**

The Instrumental Music Tutor will contribute, as required to ensure the College meets its health and safety duties and obligations under the *Occupational Health and Safety Act 2004* (Vic). This includes supporting the Principal or their delegate in responding to critical incidents and ensure alignment with relevant health and safety policies.

## **Risk Management**

The Instrumental Music Tutor will ensure all reasonable steps are taken to identify and manage foreseeable risks relating to the activities and operations of the College, including the development of risk management plans as required in accordance with College policies and procedures.

## **Other Duties**

The Instrumental Music Tutor will perform any other duties commensurate with their skills and experience which are required by the Principal or their delegate from time to time.

## **EXPERIENCE AND QUALIFICATIONS**

- A relevant music and/or music education degree, with demonstrated success teaching and motivating beginner to advanced students
- Exceptional organisational and time management skills, with the ability to work independently and flexibly under minimal supervision
- Strong written and verbal communication skills, with the ability to build and maintain professional, positive relationships with students
- Current WWCC or VIT registration, and a current National Criminal History Check

## **KEY SELECTION CRITERIA**

The following Key Selection Criteria will be used in the selection and appointment of this role. Candidates are to provide a written response as part of their application.

1. Understanding of and demonstrated commitment to the Catholic ethos and tradition of the College, and its Four Pillars – Faith, Tradition, Excellence and Joy.
2. Ability to teach responsively to students and employ a range of strategies that meet the diverse needs of all students.
3. Proven ability to develop positive rapport with students and communicate effectively with all involved stakeholders.
4. Demonstrate a commitment to the instrumental music program (e.g. ensembles directing, preparing and contributing to public performances, workshop, band camp, and etc.)
5. Ability to improvise in a range of music styles (advantageous but not essential).
6. Ability to accompany students in a range of music styles (advantageous but not essential).

## **STATEMENT OF COMMITMENT TO CHILD SAFETY**

St Patrick's College endorses, implements, and complies with the EREA Statement of Commitment to Child Safety.

St Patrick's College's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies, and procedures to protect children from abuse.

1. All children have the right to be safe
2. The welfare and best interests of the child are paramount
3. The views of the child and a child's privacy must be respected
4. Clear expectations for appropriate behaviour with children are established in the Child Safety Code of Conduct
5. The safety of children is dependent on the existence of a child-safe culture
6. Child safety awareness is promoted and openly discussed within our College Community
7. Procedures are in place to screen all staff, external education providers, contractors, and volunteers who have direct contact with children.
8. Child safety and protection is everyone's responsibility
9. Child protection training is mandatory for all College Advisory Council members, staff, and volunteers
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College Community
11. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander
12. Children who are vulnerable have the right to special care and support
13. Children who have any kind of disability have the right to special care and support

## **EMPLOYMENT AT ST PATRICK'S COLLEGE**

Prospective applicants should consider that all employees at the College are expected to:

- Support the ethos and aims of Catholic education in the Edmund Rice Tradition
- Operate with Gospel Values of compassion, justice, truth and service at the core of your dealings with students, parents, staff and the wider community
- Have an awareness of, and support for, the Charter and key EREA policies, procedures and practices
- Be familiar with and have the ability to work towards achieving the goals outlined in the Strategic Plan
- Display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations
- Develop the notion of team wherever possible, encouraging cohesion and enthusiasm
- Be committed to self-development and ongoing professional development
- Be supportive of the social justice, cultural and sporting co-curricular programs of the College
- Have knowledge/awareness of Occupational Health & Safety, Equal Opportunity and Anti-Discrimination requirements applicable in the work environment