

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

POSITION DESCRIPTION

~ Instrumental Music Tutor ~

Title Instrumental Music Tutor – Leongatha Campus

Appointed by The Executive Principal

Responsible to Campus Principal

RESPONSIBILITIES AND DUTIES

Overview

The Instrumental Music Tutor plays a key role in delivering high-quality instruction to students within their specialist instrument area.

This position requires strong organisational and communication abilities, advanced industry-relevant expertise, and a high level of self-motivation. The tutor is expected to foster an engaging, positive, and dynamic learning environment that supports student growth and enjoyment.

General Expectations

Teamwork within the Organisation

As a team player in this organisation the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- a. Is founded on the person of Jesus Christ and honours Him in all that we do.
 - b. Reflects a community in which Christian love and concern are woven into the task of learning and teamwork.
 - c. Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
 - d. You will be required to ensure that you:
 - Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
 - Work positively towards the success of School activities and traditions.
 - Help maintain a positive and enthusiastic work environment.
 - Support the ethos that the School requires in its campuses.
 - Are aware of your membership in the Christian community and respect and support the directions of the School through the leadership of the Board and Principal.
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- Participate in Performance Management processes to continue developing skills.
 - Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

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Provide an example to all by:

- Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- Promoting equity of access and receptivity to ideas.
- Always acting in the best interests of the School, the Association and its ethos.
- Modelling the use of appropriate and proper channels of communication.

SPECIFIC AREAS OF RESPONSIBILITY

The Music Tutor is responsible for:

- Teach private music students on an individual or group lesson basis
- Demonstrate and retention of continued growth in the music program
- Offer flexible teaching methods to suit individual student needs
- Maintain daily attendance records and supplies for payroll processing at the end of each teaching day
- Ensure students encounter a positive, pleasurable and motivational teaching environment
- Manage student timetables as required
- Reporting and assessing all private students
- Arrange performance opportunities for students in the program where possible
- Liaise with parents and the wider community
- Coordinate and run lessons in line with the Chairo's music handbook.

Child Safety Responsibilities

All staff members are required to be familiar with the contents of our Child Safety and Wellbeing Policy and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust
- Ability to role model the school's values
- Experience in working with children
- An understanding of appropriate behaviours when working with children.

Required Skills, experience and capacity

- Holds current industry-based qualifications or equivalent.
- Is an accomplished performing musician.
- Has other relevant industry-related qualifications.

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- Makes sound decisions independently.
- Shows initiative and takes proactive action.
- Organises work efficiently and manages time well.
- Maintains high attention to detail.
- Communicates clearly and persuasively.
- Builds trust through credibility and professionalism.
- Works effectively in teams and contributes to team development.
- Handles confidential information with discretion.
- Demonstrates empathy and emotional intelligence.
- Applies analytical and lateral thinking to solve problems.
- Presents themselves professionally and personally.
- Is dedicated and energetic in their approach.
- Is flexible with work practices and hours.