

Instrumental Music Tutor

POSITION DESCRIPTION

POSITION:	Instrumental Music Tutor
ORGANISATIONAL UNIT:	Faculty of Music and Performing Arts
POSITION STATUS:	Fixed Term Contract
CLASSIFICATION:	Instrumental Music Tutor

POSITION OVERVIEW:

As an Instrumental Music Tutor, you will be responsible for providing tuition to both individual and small groups of students to develop their skill windwood. An Instrumental Music Tutor at Bacchus Marsh Grammar is someone who ensures lessons are fun, engaging, and challenging to students through the study, practice, and performance of music.

KEY DUTIES & TASKS

1. General

- Provide tuition to individual and shared lessons of students to develop their skills on windwood (30/45/60-minute lessons as required).
- Design and implement a comprehensive and appropriately sequenced learning program for students, reflecting current practice and individual playing standard.
- Prepare students for solo performances and examinations as required.
- Direct and/or assist with the direction of co-curricular music ensembles.
- Assist at concerts and performances. This will likely include the organisation of a lunchtime or evening concert (individually or in collaboration with other Music Instrumental Music Tutors under the direction of the Head of Faculty: Music and Performing Arts).
- Monitor each student's progress and provide regular direction and feedback against specific criteria.
- Maintain accurate and complete records of each student's progress and development.
- Prepare written student progress reports at the end of each Semester as required.
- Maintain regular contact with parents regarding the progress of your instrumental students (via email and phone calls) and reports.
- Notify parents if their child misses a lesson and you have not been notified of the absence either by the parents or the student.
- Actively pursue the development and improvement of your instrumental area by accessing and implementing up to date teaching methods and curriculum tools.

2. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, and any other policies or procedures relating to child safety;
- Assist in the provision of a child-safe environment for students; and
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

3. Managing Self & Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.



- Manage own development and professional learning relative to this position.

4. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active and constructive manner.

5. Other duties

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

ORGANISATIONAL RELATIONSHIPS

Reporting directly to: Head of Faculty: Music and Performing Arts. This position has a secondary reporting line to Deputy Principal, Head of Maddingley Campus and/or Deputy Principal Head of Woodlea Campus.

Direct reports to this position: n/a

Internal Relationships: Principal, Deputy Principal, Instrumental Music Tutors, Music Administrator, Teaching staff in the Faculty of Music and Performing Arts and across the school (both campuses as required) and Business Support Services employees.

External Relationships: External Suppliers, parents.

WORK DIRECTION/ SUPERVISION

- This position undertakes routine tasks that are usually carried out under close supervision and direction; and
- This position undertakes work that carries some degree of independence and will generally involve a limited number of tasks performed on a regular basis where priorities are clear, procedures are well established and direction is readily available.

KEY SELECTION CRITERIA

Qualifications/Licences

- Tertiary qualifications in Music.
- Teaching qualifications and training that meet the requirements of registration with the Victorian Institute of Teaching is desirable.
- National Criminal History Check.
- Working with Children Check (employment)

Demonstrated Experience and Skills

- High level of skill on windwood.
- Ability to teach primary and secondary school aged students (individual and in groups).
- Commitment to maximizing student learning as demonstrated through the delivery of high-quality instrumental music tuition.
- Capacity to grow and develop the Instrumental Program through enthusiasm and commitment.
- Capacity to develop sustained and trusting relationships with staff members, students and parents and the Music and Performing Arts faculty as part of a cohesive, supportive team.
- Good verbal and written communication skills.



AUTHORISATION

PRINCIPAL APPROVAL

_____ Date: _____
Debra Ogston, Principal

STAFF AUTHORISATION

I have read and agree to abide by the requirements of this position description.

Staff Name: _____

Signature: _____ Date: _____