

Position Description

Instrumental Music Tutor

Position Details

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

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.

Teaching Staff Commitment

All teachers are expected to support our students in our three academic pillars of curricular, co-curricular and pastoral care. All teachers are expected to teach vertically across a range of year levels, years ELC, Prep – 6 in the Junior School and years 7 – 12 in the Senior School. Teachers are expected to support and extend the school's ethos and culture, foster in their students the enjoyment of learning and challenge, provide opportunities for students to have a whole of school experience, while striving for a broad world outlook. Staff must continue their professional development and participate in any mandatory training provided by the School.

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 the School's expectations of collegiality and teamwork. The Director of Business or their delegate may assign reasonable duties in addition to the duties and responsibilities in this position description.

All ESS staff are employed in accordance with and under the Educational Services (Schools) General Staff Award 2020 and the Trinity Grammar School Kew Enterprise Agreement 2023 or the Award and Agreement that supersedes them.

Responsibilities and Duties

- Provide students with a child-safe environment
- Inspire, motivate and grow a positive and collaborative learning culture across the School community
- Provide outstanding instrumental music tuition to students
- Maintain accurate and complete records regarding student attendance and progress
- Teach and develop skill and technique in a manner tailored to the individual learning needs of each student
- Provide timely and appropriate feedback linked to individual student learning objectives
- Establish strong professional relationships and rapport with students, parents and staff
- Communicate in a regular, professional and timely manner with all stakeholders
- Representation of the School at events
- Other duties as assigned by the Director of Music or their delegate, commensurate with this position and its duties

Selection Criteria

Applicants should demonstrate:

- Relevant qualifications, skills and experience in musicianship
- A commitment to professional development and skills enhancement
- A commitment to continual professional development of theoretical knowledge and expertise, with an emphasis on general music education appropriate to the school environment
- 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
- Excellent IT skills including proficient use of the Microsoft office suite applications and database systems

Personal Qualities

The successful applicant will demonstrate:

- The ability to work 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

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- A strong capacity for patience and empathy in fostering a culture of care, innovation and high performance
- Genuine embodiment of the School's values through conduct, performance, and collegiality
- Approachable, emotionally intelligent and a positive mindset
- A reliable and dependable person with professional integrity

Connectedness and Collaboration

The Instrumental Music Tutor works collaboratively with:

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

Our Values

- Truth – seeking understanding
- Courage – being our best selves
- Community – connecting and learning together
- Service – putting others first

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.

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 Staff at Trinity Grammar School are required to:

- Have current VIT registration or a current employee Working with Children Check
- 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

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Occupational Health and Safety

All employees must:

- take reasonable care for their own psychological and physical health and safety;
- take reasonable care not to adversely affect the health and safety of other persons
- comply with reasonable health and safety instructions, as far as they are reasonably able, and
- cooperate with reasonable health and safety policies or procedures

Approval

Developed by	Office of People & Culture
Approved by	Principal or delegate
Approval date	July 2026
Next review date	July 2028

This position description summarises the duties and responsibilities associated with the position and classification level. It is not an exhaustive list of duties, and this position description may be reviewed by the Principal or their delegate in response to the school's operational and strategic requirements and the development of skills and knowledge for this position.