



POSITION DESCRIPTION

Title: Instrumental Tutor – Harp
Reports to: Principal through the Director of Music
Date: March 2020

Genazzano FCJ College is a high performing Catholic day and boarding school beginning with the Early Learning Centre (co-educational 3 and 4-year-old kindergarten) and girls only education from Preparatory to Year 12.

Reflecting the ideals and values of FCJ education, Genazzano FCJ College aims to promote the spiritual, moral and academic formation of its students. The Vision and Mission Statement describes the Genazzano graduate as a young woman with a passion for life, a love of learning and the courage and confidence to serve others. It also identifies an excellent academic program, a quality religious education program, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

POSITION PURPOSE

The Harp Tutor is responsible for the tutoring of the harp to private instrumental students at Genazzano FCJ College.

POSITION OBJECTIVES

- To provide exceptional tuition to harp students by tutoring them to become aware of and how to respond to harmony, rhythm, and musical phrasing.
- To tutor harp students to understand the need for developing a strong technical foundation that will support their musicality.
- To encourage harp students to join a co-curricular ensemble so they may reap the many benefits gained from ensemble participation

KEY RESPONSIBILITY AREAS

The duties relative to this position are that the harp tutor will:

- Play a key role in the tutoring of harp students across the College
- Tutor private students and to prepare and present students for recitals, competitions, Master Classes, and examinations
- Organise, co-ordinate and supervise rehearsals and examinations
- Conduct the harp ensemble as requested
- Develop a positive relationship with all students, from all levels throughout the College
- Assist at concerts, recitals, workshops and music camps if required
- Maintain regular communication with parents regarding the progress of students

- Liaise scheduled rehearsals with students, accompanists and parents in a clear manner
- Be responsible for timetabling of lessons, writing of reports and other administrative duties as required
- Meet regularly with the Director of Music to review students' progress and other relevant matters
- Attend Music Department Staff Meetings upon request

ACCOUNTABILITY & EXTENT OF AUTHORITY

- The hap tutor is accountable to the Principal through the Director of Music
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Director of Music.

SKILLS AND EXPERIENCE REQUIRED

- Qualifications in instrumental and ensemble tutoring. VIT or PTT qualifications preferred
- Strong interpersonal skills
- Familiar with the ABRSM syllabus
- Ability to identify priorities, work within timeframes and meet deadlines
- Ability to work effectively both autonomously and in a team environment
- Committed to ongoing professional development
- An energetic, passionate, experienced and inspirational music educator

CONDITIONS OF EMPLOYMENT

- The incumbent will require a Working with Children Check and National Police Record Certificate