

# Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

## POSITION DESCRIPTION

### ~ Instrumental Tutor ~

|                       |  |
|-----------------------|--|
| <b>Title</b>          | Instrumental Tutor                         |
| <b>Appointed by</b>   | The Executive Principal                    |
| <b>Responsible to</b> | Campus Principal through the Head of Music |

### Main Qualities and Objectives

The Instrumental Tutor is responsible for the continued growth of the Instrumental program in their instrument/s area.

The position reports directly to the Head of Music and is accountable to the Campus Principal.

The incumbent must display a high level of organizational and communication skills, exceptional industry related skills, be highly self-motivated and create a charismatic and enjoyable teaching environment for the students. The position will also require flexibility with hours and the ability to work cooperatively within a large team.

The incumbent is expected to maintain a technical knowledge at the high end of their field of instrumental education and to carry out work in a competent, effective and efficient manner.

### General Responsibilities

The Tutor is responsible for:

### Sessional Instrumental tutoring

- Teach private music students on an individual or group lesson basis
- Under the direction of the Head of Music teach relevant curriculum
- Provide a Godly example to fellow staff and students through their teaching practice, manner, relationships and general lifestyle
- Where practical, develop and maintain a minimum quota of teaching sessions per week as set by the Head of Music from time to time.
- Demonstrate and retention continued growth in the music program
- Offer flexible teaching methods to suit individual student needs
- Complete semester reports using the School reporting system and maintain regular communication with parents
- Support and encourage students to participate in the band program.
- Maintain daily attendance records and supply a copy to the Head of Music and payroll at the end of each teaching day
- Provide make up lessons for students that have given adequate or allow credit as directed
- If to claim payment for a lesson, searching for a junior student in the School if, without notice, they have not attended in the first 5 minutes.
- Attend Music Festivals, Music Celebrations and Soirees as requested by the Head of Music

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- In consultation with the Head of Music purchase through the school system repertoire and music, photocopying as required up to date with legal requirements APRA & AMCOS.
- Attend professional development courses as requested by the Head of Music
- Prepare students successfully for AMEB and other exams
- Notify the department immediately if illness etc results in absence from School
- Ensure students encounter a positive, pleasurable and motivational teaching environment
- Perform/demonstrate primary instrument as requested by the Head of Music
- Coordinate the entry of students in Eisteddfods, competitions and festivals
- Record and maintain a current inventory
- Manage student timetables as required.
- Maintain professional knowledge and undertake any professional development that may enhance the programme
- Report and assessment on all private students
- Arrange performance opportunities for students in the program
- Liaise with parents and the wider community

### Direct Ensembles

- Conduct direct and rehearse ensemble/s as required
- Provide performance opportunities for the ensemble/s
- Arrange music as required for a variety of instruments and standards
- Ensemble performances at school functions as requested by the Head of Music
- Enter the ensemble in Eisteddfods, Competitions and festivals through the Music Department
- Attend annual Performing Arts Concert
- Ensure that the ensemble performs at an acceptable standard at all times.
- Assist with music camp, presentation nights and school production as required and where reasonably able
- Instigate and facilitate ensembles as required
- Coordinate, direct and create ensembles to facilitate instrumental programme
- Maintain open channels of communication on all key issues involving the programme with the Head of Music
- In consultation with the Head of Music assist and conduct the end of semester concerts.
- Purchase through the school system repertoire and music, photocopying as required up to date with legal requirements APRA & AMCOS.

### Classroom Lessons

- Assist and support the classroom teacher with implementing the music curriculum as established by the School.
- Deliver the curriculum in a variety of group and instrument sizes as directed.
- Support students in the early stages of learning on their given instrument.
- Encourage students to progress their musical learning beyond the classroom program as ability appropriate.
- Attend performances as required and where reasonably able.

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- Provide semester based progress reports on brass students to the Head of Music if required

## Student Safety

The following responsibilities, qualifications, experience and attributes relate specifically to our child safety priority:

### Responsibilities

All classroom teaching staff are required to be familiar with the contents of our Child Protection and Safety Policy and our Child Protection Program, 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. Additionally, classroom teaching staff are responsible to deliver curriculum in a manner which caters for students with varied cultural and linguistic background needs as well as disabilities and to talk positively and encouragingly about our differences.

### Qualifications, experience and attributes

- Experience in working with children
- An understanding of appropriate behaviours when working with children.
- Display a high level of integrity and trust
- Ability to role model the school's values
- Ability to identify and minimise risks to child safety
- Ability to adapt curriculum delivery methods
- Relevant professional development in regards to child safety, cultural awareness and understanding students with disabilities desirable.

## Competencies

### Results:

- Decision making
- Initiative
- Planning and organising (work management)
- Attention to details

### Interaction:

- Persuasiveness
- Credible
- Team work/team building
- Verbal communication
- Confidential

### Analytical Skills:

- Analytical thinking
- Problem solving
- Lateral thinking

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#### Personal effectiveness:

- Flexibility: work practices and hours
- Adaptability
- Personal and professional presentation
- Dedicated
- Energetic
- Multiple tasks

#### **Key Selection Criteria**

##### Mandatory

- Current industry based qualifications or equivalent
- Extensive industry experience, specialist techniques and knowledge at a professional performance level
- Performing Musician
- Demonstrated administrative skills
- Extensive knowledge of repertoire on primary teaching Instrument from Beginner to AMUSA
- Broad industry related technology skills

##### Preferred

- Further or on-going education to demonstrate academic excellence in related areas
- Formal performance qualification
- Other Industry related Qualifications