



POSITION DESCRIPTION

Title:	Music Tutor
Reports to:	Director of Music
Date:	2024

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 lead and 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.

The professional environment for staff at Genazzano FCJ College emphasizes innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

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 and Torres Strait Islander 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 following will apply:

- Private music lessons
- Possible support for weekly ensembles

KEY RESPONSIBILITIES

In accordance with the College Strategic Plan and instructions from the Director of Music, the Music Tutor is expected to:

- Teach private students and prepare and present students for recitals, competitions, Master Classes, examinations, VCE examinations and tertiary entrance auditions where applicable
- Organising, coordinating and supervising of examinations where applicable
- Have the capacity to accompany ensembles and instrumental students from beginners to advanced levels
- Develop a positive relationship with all students, from all levels throughout the College, which will engender a willingness to take part in our extensive music program
- Assist at concerts, recitals, workshops and music camps as required
- Be available to students and parents to discuss student progress and to build a positive and supportive relationship

- Communicate regarding scheduled rehearsals with students, instrumental teachers and parents in a clear manner
- Prepare and present performance opportunities for students
- Write reports for students
- Attend Music Department meetings as required
- Organisation of Musical items as requested
- Ordering of books
- Organisation of concerts and competitions in consultation with Director of Music
- Have the ability to work as a member of a team with an understanding of and interest in the total music program

KEY SELECTION CRITERIA

- A current Working with Children Check and Police Check are mandatory
- A high level of professional proficiency in performance
- Demonstrated high quality teaching skills which enable students to reach their full potential
- Commitment to a quality music program
- Demonstrated willingness to support the ethos of Genazzano FCJ College; including an active commitment to the College Mission and Vision

ACCOUNTABILITY & EXTENT OF AUTHORITY

- The Music Tutor is accountable to the Principal through the Director of Music who reports to the Principal
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal, Community and Connection – 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

CONDITIONS OF EMPLOYMENT

- Employed in accordance with terms and conditions of Victorian Music Teachers Award as amended from time to time