NEWMAN COLLEGE | A CATHOLIC SCHOOL EDUCATING IN THE MARIST TRADITION

Shine through Discovery
LET YOUR LIGHT SHINE
MATTHEW 5:16

MISSION STATEMENT
Newman College is a Catholic School educating in the Marist Tradition which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an educational environment where they feel welcomed, accepted and valued.

ROLE DESCRIPTION

INSTRUCTIONS
1. Read the Role Description carefully. 2. If you need anything clarified, ask the Leader of Learning Arts 3. A copy of this Role Description is located on the Staff Intranet. Please note: As the needs of the College evolve your Role Description may need to be revised.

NAME	Name	
ROLE TITLE	Music Tutor	
ACCOUNTABLE TO	Leader of Learning Arts	
DIRECTION FROM	Music Coordinator K - 12	
DEPARTMENT	Arts	
MAIN PEOPLE INTERACTIONS	**INTERNAL** Students Parents Teaching and Support Staff	**EXTERNAL** Local Music Networks and Services
ROLE PURPOSE	The Music Tutor will provide instrumental, vocal and music training for nominated Newman College students. The Music Tutor will work at a variety of levels teaching different musical skills to individuals and/or groups. The Music Tutor will be a passionate advocate of music education and the music program within the College Community.	
EXPECTED BEHAVIOURS AND ATTITUDES	1. Actively works to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College; 2. Actively supports the Marist Association of Saint Marcellin Champagnat; 3. Actively promotes the College's Evangelisation Plan; 4. Actively supports a child safety culture, with a zero tolerance for child abuse; 5. Complies with: ▪ Marist Schools Australia Policy Statements. ▪ Newman College Policy Statements, Procedures and Code of Conduct for Staff; 6. Adheres to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;	
	7. Maintains open communication and works collaboratively with others within the Arts (Music) Learning Area to foster teamwork and morale; 8. Maintains a commitment to continuously improve services and pursue excellence; 9. Seeks opportunities for professional development.	

KEY ROLE RESPONSIBILITIES (TASK FOCUS AREAS TO BE DEMONSTRATED)	
ACTIVELY SUPPORT COLLEGE OPERATIONS	▪ Compliance with all relevant legislative and regulatory obligations. ▪ Completion of administrative and operational activities in alignment with College requirements. ▪ A willingness to undertake tasks as requested by the Principal or their delegate. ▪ Flexibility in the workplace, open to new ideas and concepts, to working independently or as part of a team, and to carrying out multiple tasks or projects.
TUTORING RESPONSIBILITIES	The tutoring responsibilities of the Music Tutor include, but are not limited to: ▪ Teach individual and/or group lessons incorporating elements of general musicianship, such as ear training and theory, as well as instrumental technique and interpretation, for the full allocated tuition time. o In the case of Year 1 and Year 2 students the tuition time does not include picking up and returning students to their classrooms. ▪ Develop your knowledge of materials and repertoire for students at different stages of their musical development. ▪ Expand your own musical experience by familiarising yourself with the music your students listen to, becoming familiar with other music styles and developing your improvisation or vocal skills as appropriate. ▪ Support students in their use of music technology by keeping up to date with major software tools and making use of recording and other technology. ▪ Prepare students for performances, examinations, auditions and College events. ▪ Conduct rehearsal and ensemble work as directed. ▪ Assess a student's abilities and progress, providing feedback and written reports as directed.
ORGANISATIONAL RESPONSIBILITIES	The organisational responsibilities of the Music Tutor include, but are not limited to: ▪ Attend a Music Tutor Information Meeting at the commencement of each school year. ▪ Sign in upon arriving at the College and sign out when leaving. ▪ Arrange lesson schedules in collaboration ▪ Maintain a record of the student's attendance at each lesson and ensure that each lesson is signed for by the student. ▪ Investigate and report any non-attendance by a student where prior notice has not been provided to the Administration Assistant Music PK – 2. ▪ Advise the Administration Assistant Music PK – 2 and Music Coordinator K – 12 in a timely manner of any anticipated or unanticipated absence. ▪ Provide make-up lessons outside of the scheduled lesson timetable, where a student or the Music Tutor has given at least 24 hours' notice that they will not be able to attend a scheduled lesson. ▪ Participate in a performance review meeting with the Leader of Learning Arts and Music Coordinator K – 12 each term. ▪ Provide a written report on the student's progress at the end of each semester.
OTHER DUTIES	▪ Undertake other duties as directed by the Leader of Learning Arts.

CRITERIA	
QUALIFICATIONS	▪ A Bachelor's Degree in Music, Music Education or Arts (Music) or evidence of (equivalent) formal music performance diplomas e.g. Australian Music Examinations Board (AMEB)
KNOWLEDGE AND EXPERIENCE	▪ Experience in instrumental / voice teaching / teaching programs. ▪ Experience in teaching children.
SKILLS AND ABILITIES	▪ Enthusiasm for teaching children. ▪ Have a strong desire to see continued progress and development in music education. ▪ An interest and desire to support and potentially lead relevant co-curricular music activities. ▪ Proficient technology skills ▪ Highly developed interpersonal and influencing skills, enabling harmonious and positive relationships with all ▪ Highly developed written and verbal communications skills ▪ Highly developed time management and organisational skills ▪ Able to multi-task and calmly work under pressure ▪ Demonstrated ability to work autonomously and as part of a team. ▪ Able to problem solve and use initiative ▪ Able to maintain strict confidentiality
STATUTORY REQUIREMENTS	▪ Working with Children Screen Check ▪ National Coordinated Criminal History Check ▪ MSA Child safeguarding Training completion

STATUS	
Classification	Casual Music Tutor
FTE / Work Arrangement	Hours will vary depending upon tutorial enrolments.
RD Version No./Date	Version 1: 20 February 2020