

## POSITION DESCRIPTION for INSTRUMENTAL MUSIC TUTOR



### LUTHER COLLEGE MISSION STATEMENT

Luther College positively endeavours to provide the best education possible in a Christian setting where the whole person can grow and develop with confidence and dignity.

All staff, including Instrumental Music Tutors, are responsible for creating a positive and disciplined learning environment:

- in co-curricular activities
- in interacting informally with students

In this way, each student is challenged to grow in knowledge and maturity, according to their potential, in all aspects of their life.

The Instrumental Music Tutor is appointed by the Principal and is responsible to the Co-curricular Performing Arts Coordinator and Principal for all aspects of student wellbeing, pastoral care, curriculum and daily organisation in relation to their lessons taught, as outlined in this role description.

The primary role of the Instrumental Music Tutor is to conduct individual and small group music lessons. In addition, the Instrumental Music Tutor may be expected to direct an ensemble.

An Instrumental Music Tutor is required to support the College's commitment to Lutheran education.

### Responsibilities:

The Instrumental Music Tutor will:

- actively and publicly promote and support the College, its mission, vision and values;
- participate in whole school improvement;
- exhibit exemplary tutoring in coeducational Lutheran education;
- at all times behave in a manner that is professional, demonstrating excellent interpersonal skills and the capacity for effective communication;
- demonstrate a commitment to achieving best practice in matters relating to student wellbeing, curriculum delivery, feedback, assessment and reporting;
- inspire and encourage individual students to have high expectations and value excellence in all aspects of school life.

### Specific Duties:

- Develop short and long term goals to be achieved in instrumental theory lessons and private practice.
- Ensure that students are taught how to practise theory effectively at home.
- To enhance learning, each student should be given a written record at the end of each lesson of set work for the week, including homework and lessons to be completed.

- Organise and maintain sufficient and challenging learning resources for students.
- Prepare students for AMEB and VCE written examinations where appropriate.
- Maintain accurate attendance rolls. It is a requirement that each staff member take every possible step to ensure a student attends his/her lesson regularly with all relevant equipment. If the student cannot be located or forgets books etc., appropriate action must be taken, i.e. phone or send a letter home to parents. In the event that students are absent for two consecutive weeks, the teacher must contact parents by telephone.
- Parents of students who wish to discontinue lessons are required to provide notice in writing to the Co-curricular Performing Arts Coordinator two weeks prior to the end of the previous term. Once made aware of a student's wishes to cease lessons, the Instrumental Music Tutor is to pass this information onto the Performing Arts Administrator to follow up with the student's parent/guardian. The Instrumental Music Tutor is also to remind the student that their parents must fill in a lesson cancellation form (available from the Performing Arts Administrator), or the next term's lesson fees will be charged.
- Prepare timetables in advance of each term in conjunction with the Performing Arts Administrative Assistant.
- Promote and support students' involvement in College activities e.g. ensembles, masses, concerts, excursions and camps.
- Be actively involved in the recruitment of new students.
- Report to the Co-curricular Performing Arts Coordinator any issues relating to students' welfare such as discipline, attendance, motivation, lack of application.
- Demonstrate an awareness of current teaching practices and developments in instrumental music (theory) pedagogy through professional development.
- Report any problems with teaching areas, resources and instrument conditions to the Co-curricular Performing Arts Coordinator.

Other duties as required by the Principal and the Co-curricular Performing Arts Coordinator.

The Instrumental Music Tutor will maintain standards of student care and discipline in and outside of the school environment, through support for and implementation of the Luther College policies and procedures.

The Instrumental Music Tutor will exhibit an ability to plan and manage the learning process by developing and creating innovative co-curricular programs that meet the personal, social, emotional, physical, mental and spiritual needs of their students. They should facilitate processes that ensure collaborative consultation, effective communication, sensitivity and respectful responses to student needs.

All staff are expected to develop and effectively manage relationships amongst all sectors of the community. This includes supporting colleagues in the development and management of their skills and providing structures and processes for developing and working in partnership with parents in ensuring the wellbeing of their child.

**Qualifications:**

The Instrumental Music Tutor must either be registered (which includes permission to teach) with the Victorian Institute of Teaching or have a valid Working With Children Check.

Commitment to, and competence in the use of technology is required.

**Confirmation of documentation:**

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Principal (Signature)

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Instrumental Music Tutor appointed (Signature)

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