



ROLE DESCRIPTION

1.0 POSITION TITLE: Instrumental Music Tutor

2.0 PURPOSE / SCOPE OF POSITION – KEY RESULT AREAS

The successful candidate will be an experienced and enthusiastic music specialist, with a proven record of exemplary teaching and commitment to working as part of a team to achieve excellent outcomes for students. Villanova College Music Department provides a supportive environment where care for individuals is central to our values, and staff are recognised as central to achieving our mission.

The primary purpose of the Instrumental Music Tutor is to provide tuition that empowers students to achieve excellence in their chosen instrument. It is expected that the Instrumental Music Tutor will be a passionate advocate of music education and the music program within the college community.

2.1 Collaborative Practices & Partnerships

The role holder works collaboratively and in partnership with others, both within and without the College, in the execution and completion of duties and responsibilities

2.2 Effectiveness & Efficiency

The role holder completes assigned tasks and duties effectively and efficiently in appropriate and timely manner

2.3 Commitment & Confidentiality

The role holder demonstrates commitment to the philosophy, ethos and aims of the College, giving due recognition to aspects of confidentiality relevant to the role and duties undertaken.

2.4 Spiritual Life of the College

The role holder participates in College liturgies where appropriate and is a witness to the Catholic values of the College.

3.0 STATEMENT OF RESPONSIBILITY

The position of Instrumental Music Tutor is responsible for the planning, sequencing, and delivery of teaching and learning experiences that are engaging and developmentally appropriate, aligned with the Queensland Instrumental Music Curriculum. The role holder is encouraged to proactively seek opportunities to engage in ongoing professional development and will be required to support collaborative and reflective practice through sharing knowledge and skills with colleagues.

4.0 EXAMPLES OF ACTIVITIES UNDERTAKEN AND/OR DUTIES COMPLETED

Depending upon the needs of the College each term, the position may require the role holder to undertake the following activities including but not limited to:

- providing instrumental music teaching with expertise, care and diligence across years 5-12 according to the established curriculum;
- plan sequenced lessons that model excellent teaching practice;
- maintain records of development pertaining to student progress through the aligned curriculum;



- actively contribute to a positive learning culture for students engaged in the music program;
- develop and maintain effective working relationships with parents, students and teachers within the Music Department and broader College community;
- submit timely student progress reports as required by the Director of Music and the appropriate Head of department;
- maintain accurate lesson attendance records, and actively report on student absenteeism;
- prepare students for music activities such as performances, workshops, camps and tours in collaboration with other music staff;
- in collaboration with the appropriate Head of Department, assist in the monitoring of resources utilised and ensuring all are maintained at an optimal standard.

5.0 ESSENTIAL ATTRIBUTES

- Degree in Music or Music Education, or other relevant qualification pertaining to the role.
- Demonstrated expertise in instrumental music teaching.
- Current *Working With Children Suitability Card* or teacher registration.
- Professional activity through membership of professional associations and ongoing professional development and formation appropriate to the role.

6.0 SELECTION CRITERIA

Outlined below are the criteria that will be considered in the appointment of the Casual Instrumental Music Teacher. Candidates are required to demonstrate the extent to which they currently, or potentially, can meet these criteria.

- A personal commitment to the ethos and values of the College.
- Demonstrated expertise in instrumental teaching, particularly with lower strings in a small group context and ensemble direction experience.
- Demonstrated capacity to work collaboratively within a department to ensure effective learning outcomes for students.
- Teacher registration would be an advantage; however, not essential.
- A proven career as a performer would be desirable.

7.0 AUTHORITY LIMITS

The position carries no inherent delegated authority regarding expenditure of funds or supervision of other role holders within the College.

At all times, the Instrumental Music Tutor acts in accord with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

8.0 REPORTING AND OTHER RELATIONSHIPS

The Casual Instrumental Music Tutor reports in the first instance to the Head of Department and is responsible to the Director of Music. Where there is no Head of Department delegated, this role reports directly to the Director of Music.



9.0 SPECIAL REQUIREMENTS

Possess a paid Blue Card or have the ability to obtain a Blue Card prior to commencement of the employment, in accordance with the requirements of the Commission for Children and Young People and Child Guardian Act 2000.

At all times, the Music Tutor must act in accord with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students