

MUSIC TUTOR

Duties and Responsibilities Statement



POSITION TITLE	Music Tutor
REPORTS TO	Head of Department - Music

PREAMBLE

The Principal is the Chief Executive Officer of our School and is responsible to the School Council for the effective and efficient operation of our School. He is responsible for all staff appointments. The Principal delegates to other persons, aspects of his responsibility regarding the day-to-day supervision of staff, the administration of curriculum and the management of students, staff and parent services.

The Mission Statement of our School is to provide an education which, secure in the traditions of our past and our Christian belief, opens students' minds to the rich diversity of the world in which they live and challenges them to be curious and explore everything they find with integrity and compassion. We will do this in an engaging, relational environment which nurtures self-expression and self-worth while promoting the uniqueness of each student.

CHILD SAFETY STATEMENT AND REQUIREMENTS

John Septimus Roe Anglican Community School (JSRACS) is committed to the safety and wellbeing of all children and young people. JSRACS has zero tolerance for child abuse.

Every person employed at JSRACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees are required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member; to keep all children safe.

All teaching staff are required to be registered with the Teacher Registration Board of Western Australia (TRBWA) and maintain their registration throughout their tenure; and be a current and ongoing holder of a Working with Children Check.

All non-teaching staff, including Music Tutors who do not hold TRBWA registration, are required to provide a Nationally Coordinated Criminal History Check (NCCHC) (current to within three months of commencement), renewed every three years and be a current and ongoing holder of a Working with Children Check.

THE ROLE

The Music Tutor will support students in developing their musical skills, knowledge, and appreciation through high-quality instruction, guidance, and encouragement.

SPECIFIC RESPONSIBILITIES

Key responsibilities include:

- Providing individual and/or small group instrumental or vocal tuition in accordance with the school's music program.

- Preparing and delivering engaging, age-appropriate lessons that foster both technical ability and musical expression.
- Monitoring, assessing, and reporting on student progress, providing constructive feedback to students and parents as required.
- Assisting students in preparing for performances, examinations, and ensemble participation.
- Encouraging student commitment, self-discipline, and a positive approach to practice and rehearsal.
- Supporting school music ensembles, concerts, recitals, and special events as directed.
- Maintaining accurate attendance, progress, and assessment records.
- Ensuring a safe, respectful, and inclusive learning environment in line with the school's values and Child Safety policies.
- Collaborating with the Head of Department – Music, classroom teachers, and other tutors to support a cohesive and enriching music program.
- Staying current with music education practices and repertoire to inspire and extend student learning.
- Caring for and respecting school facilities, instruments, and resources.

Other:

- Undertake other duties as required and directed by the Principal or Principal's delegate.

EXPERIENCE/SKILLS/ATTRIBUTES

Essential

- Relevant tertiary qualifications in Music, or equivalent professional training and experience.
- Demonstrated proficiency in the instrument(s) or voice to be taught.
- Experience providing instrumental and/or vocal tuition, ideally with children and young people, in individual and group settings.
- Strong understanding of music pedagogy and appropriate teaching methodologies.
- Ability to engage, inspire, and motivate students of varying ages, skill levels, and learning styles.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with staff, students, and parents.
- Strong organisational skills, including the ability to manage lesson planning, record-keeping, and student progress reporting.
- Commitment to upholding the school's values and Child Safety standards.

Desirable

- Experience preparing students for ATAR performance, external examinations (e.g., AMEB or equivalent) and performances.
- Familiarity with ensemble direction and/or accompaniment.
- Proficiency in integrating technology to support music learning.
- Previous experience working in a school or educational setting.

GENERAL REQUIREMENTS

The school strives for excellent standards in all areas and each staff member is required to:

- Understand and support the Mission, Vision and Ethos of the Anglican Schools Commission (Inc) and John Septimus Roe Anglican Community School
- Maintain professional confidentiality concerning student and/or staff information
- Work cooperatively with all staff members and fully support the Principal, Executive Team and activities of the school
- Serve as a good ambassador of the school. This includes being well groomed and wearing appropriate attire as an independent school staff member, in accordance with school policy
- Be aware of and comply with the School's Code of Conduct and other policies and procedures relevant to the role
- Follow all Work Health & Safety requirements and safe work practices
- Ensure all staff, students, parents and external stakeholders are provided with a quality service in a professional, efficient, and friendly manner
- Strive to implement productivity, quality, and service improvements on a continual basis
- Attend and contribute to meetings of the whole staff and smaller groups when required

- Be proactive in sourcing and engaging in ongoing personal professional development in line with the school's professional development policy and budgets
- Be actively involved in the School's Staff Appraisal Program
- Openly, honestly and appropriately discuss work issues within the school context, while ensuring strict professional confidentiality when mixing with the general community

ACKNOWLEDGEMENT

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature

Date

POSITION: MUSIC TUTOR

I have read this document and agree to undertake the duties and responsibilities listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Employee's Name

Signature

Date