



## Position Description

Position Title:	Specialist Music Tutor
Reports to:	Head of People & Organisational Engagement
Direct Supervisor:	Director of Music
Classification:	The Queensland Anglican Schools Enterprise Agreement 2018 – School Officer Schedule
Location:	Music Department - I Block
Date:	January 2019

### ORGANISATIONAL ENVIRONMENT:

The mission of St Andrew's Anglican College is to promote Christian principles in all endeavours, whilst achieving outstanding academic results, with an open spirit of enquiry and respect for truth. The college provides a nurturing environment in which individuals are valued for their specific skills and where all students are encouraged to release their potential, with a view to being active contributors to the College and the wider community.

### ORGANISATIONAL EXPECTATIONS:

- Provide the highest level of service to all members of the College community, both internal and external.
- Utilise the principles of Positive Psychology to actively engage in and participate in positive approaches, practices for the benefit of their own, and others wellbeing.
- Positive promotion of the College both internally and externally.
- Maintain confidentiality on all issues in relation to the College students, staff and other members of the broader community.
- Show respect to all, whilst being responsive to their needs.

### PRIMARY ROLE:

The Instrumental Music Tutor is expected to support the College community (Principal, Director of Music, staff, students and parents) in the continued promotion of the philosophy of the College which is founded on the Mission Statement;

*Based on our Christian foundation, we leverage the College's positive energy and supportive community to enable our students to move confidently into their futures.  
with Vision and Spirit!*

### ROLE OF THE POSITION:

The position of the Specialist Music Tutor is to deliver quality Music Lessons and innovative education as a specialist in an area of the Co-Curricular Music Department. The Instrumental Music Tutor has the responsibility to undertake this role in keeping with the implementation of all aspects of the College

Strategic Plan as directed by the Principal, as well as the Music Department Strategic Plan as directed by the Director of Music. The Specialist Music Tutor works in conjunction with other music faculty, instrumental music and ensemble staff, to form a collaborative approach to the learning journey of every student.

## REPORTING RELATIONSHIPS

Direct Supervisor: The Director of Music  
 Reports to: The Head of People and Organisational Engagement  
 Internal Liaisons: Music Team, Staff, Students and Parents

## OTHER INFORMATION

All employees of St Andrew's Anglican College are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- demonstrate support for the College's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

<i>SERVICE</i>
<ul style="list-style-type: none"> <li>• Provide the highest level of service to all members of the College including students, parents and staff.</li> <li>• Positively promote the College both internally and externally at all times.</li> <li>• Maintain confidentiality regarding all College related issues.</li> <li>•</li> </ul>
<i>KEY RESPONSIBILITIES</i>
<ul style="list-style-type: none"> <li>• Develop positive relationships with students that engender confidence, willingness to become involved in the co-curricular music program, and pride in being a member of the St. Andrew's community.</li> <li>• Develop positive relationships with the parents of students involved in the co-curricular music program to establish and maintain support for the necessary commitment to IM lessons as well as ensemble rehearsals and performances.</li> <li>• Establish wide links to ensure opportunities for progression and artistic growth that go beyond the school gates.</li> <li>• Liaise with music staff, musicians, Friends of Music representatives and parent volunteers to ensure that the work of the Music Department operates smoothly as well as to promote the work of the Music Department's performance program.</li> <li>• Work closely and effectively with the Music Office administration officer as required.</li> <li>• Maintain professional and courteous relationships with teaching, administrative and other staff.</li> <li>• Facilitate successful music performances by ensuring quality conducting.</li> <li>• Guide the development of your specialty within the co-curricular music program by leading educational discussion and reflection of best practice in instrumental music programs.</li> <li>• Coordinate any arrangement and orchestration of music for ensembles as necessary/relevant.</li> <li>• Support students through attending at least one performance per year, also by attending other events such as;               <ul style="list-style-type: none"> <li>○ St Andrew's Fair</li> <li>○ Celebration Evenings</li> </ul> </li> </ul>

- Other music events

### **Academic Care**

- Take responsibility for the pastoral needs, duty of care and standards of behaviour of students inside and outside the classroom.
- Act as a good role model for all students.
- Actively support the College's Code of Behaviour and encourage acceptable standards of behaviour in students at all times. Take initiative and responsibility in managing student behaviour.
- Encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
- Be punctual to classes, assemblies, chapel services, and ensembles.
- When appropriate, liaise with other College personnel, to manage a student difficulty (academic, personal, behavioural)
- Establish and maintain effective communication with parents, report progress and difficulties and invite parents to feel comfortable in discussing points of concern, at appropriate times.
- Actively support the College's Pastoral Care and House programs.
- Actively support and contribute to the College's co-curricular program, both structured and unstructured, recognising the pastoral value of interacting with students outside a classroom environment

### **TEAMWORK & COMMUNICATION**

- Demonstrate a willingness to work positively within a team as well as having the ability to work independently.
- Demonstrate and practice effective written, verbal and non-verbal communication skills.
- To relate in a positive and supportive way to each student in the College and their parents.
- To communicate in an appropriate way to parents regarding their concerns.
- Liaise pro-actively with teachers and other staff regarding the interests of the students and the College.

### **PERSONAL & PROFESSIONAL DEVELOPMENT**

- Attend all compulsory training sessions provided by the College.
- Actively seek performance feedback and other opportunities for personal and professional development.
- Attend professional courses where applicable.
- Keep abreast of knowledge and curriculum development as well as current developments in educational thinking and evaluates own performance to identify strengths and areas where professional growth can occur
- Seek professional development opportunities for self and others (as appropriate) so as to be competent and confident in the role and familiar with current best practice.
- Contributes to the professional development of other staff members

### **ADMINISTRATION/COMPLIANCE**

- Attendance required at Staff Meetings (2) per year
- Student reports to be completed in a timely manner
- Provide an evaluation of your specialist program, the student's progress and the operation against the standards.
- Scheduling of lessons to be discussed and agreed with Director of Music

### *CONTINUOUS IMPROVEMENT & RISK MANAGEMENT*

All Staff have responsibilities under the Work Health Safety Act 2011. All staff are required to:

- take reasonable care for their own health and safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- comply and cooperate with College policies and procedures relating to work health and safety;
- comply with any reasonable instruction given by the Executive in exercising their compliance with the WHS Act;
- seek to prevent and report potential hazards and risks;
- attend appropriate training as required or directed by their supervisor: and
- Report incident and safety concerns to the Risk & Compliance Officer or a Safety Committee Representative (See Staff Area noticeboards for details of Safety Committee Members)

### **APPRAISAL/REVIEW CONDITIONS**

The appointee to this position will be required to undergo an annual appraisal process with the Director of Music.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of the Specialist Music Tutor position at his discretion in order to most effectively serve the needs of the College.

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I have read, understand and agree to undertake the responsibilities and requirements as Specialist Music Tutor as detailed in this position description dated January 2019.

### **ACCEPTANCE**

[acceptance status]

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Acceptance

[acceptance\_date]

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Date