

Instrumental Music Tutor-Voice

As an Instrumental Music Tutor you will be contributing to a dynamic and thriving Music program. The Instrumental Music Tutor will be expected to work closely with the Instrumental Music Coordinator and Music staff, and continue to enhance the program and facilitate high standards of achievement.

All Instrumental Music Tutors are expected to carry out the following duties:

- Provide lessons for students as requested by the Instrumental Music Coordinator.
- Prepare and present students for external exams, where agreed upon with the Instrumental Music Coordinator.
- Keep accurate attendance rolls for students. Rolls are kept in the Performing Arts Assistant's office and are to be collected and returned each day for processing.
- Complete mid-year and end of year performance reports by dates specified.
- Attend meetings when required.
- Regularly check College instruments and inform the Instrumental Music Coordinator of repairs needed.
- Maintain on-going records of each student's progress.
- Assist and/or perform at College, music camps and performances as required.

Student numbers and Lesson Times:

Student numbers will be determined by the College. Lesson times are to be agreed with the College, taking into account:

- (a) the premises not being otherwise required by the College; and
- (b) the student not being required for other curriculum activities.

If agreement cannot be reached, the College will determine the lesson times.

It is expected that students will have a minimum 16 lessons per 20-21 week semester. Lessons are 30 minutes for individuals or groups. Advanced students may choose to have lessons of 45 minutes duration. Students are expected to familiarise themselves with the timetable and attend all lessons.

Student absences through forgetfulness or other personal reasons do not require you to make up their lesson, unless the Instrumental Music Coordinator is of the opinion that it is warranted. Lessons missed because of Tutor absence are to be made up to a total of 16 per semester. These lessons must be made up within the College term, not during the student vacation period. Student absences through College excursions or other activities such as tests will be notified to you at least one week prior to the event so that you can make alternative arrangements for the lesson(s). You will be notified of student's absences.

If you wish to give students more than 16 lessons per semester, then it must be discussed with the Instrumental Music Coordinator. **Under no circumstances should this be arranged privately with students.**

Syllabus: As stated by the College.

Provision of equipment:

All teaching requirements will be provided for by the College. You are not authorised to purchase goods or services on behalf of the College. All requests for purchases are to be made to the Instrumental Music Coordinator.

Child Safety

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Provide students with a child-safe environment and proactively monitor and support student wellbeing.

No position description can be entirely comprehensive and the incumbent will be expected to carry out other duties that may be required from time to time and are broadly consistent with the position description and the status of the post within the College.

ACCOUNTABILITY

Reports to: Instrumental Music Coordinator

Internal Liaisons: Instrumental Music Coordinator, Performing Arts Assistant and Students

Date: October 2025