



## IMMANUEL LUTHERAN COLLEGE

### DUTY STATEMENT

## COCURRICULAR MUSIC TUTOR

<b>POSITION TITLE:</b>	Cocurricular Music Tutor (Vocal)
<b>LINE MANAGER:</b>	Principal through Cocurricular Music Coordinator
<b>REPORTS TO:</b>	Cocurricular Music Coordinator
<b>TYPE OF APPOINTMENT:</b>	Contract
<b>COMMENCEMENT DATE:</b>	2024
<b>TENURE:</b>	As per contract
<b>POSITION SUMMARY:</b>	A Cocurricular Music Tutor is engaged to teach Cocurricular Music students. Specific hours will be confirmed at the commencement of Term 1, 2024 by the Cocurricular Music Coordinator. The Cocurricular Music Tutor may also be requested to undertake any additional work for the College, by the Head of Arts or Cocurricular Music Coordinator.

## General Expectations

- To assist the Principal through the Cocurricular Music Coordinator and Head of Arts in fulfilling the aims and purposes of Immanuel Lutheran College, and to support and maintain the philosophy and ethos of the College.
- Model service as shown to us by our Lord and Saviour Jesus Christ.
- Hours of work to be negotiated with the Cocurricular Music Coordinator. It is anticipated that students will be provided with a maximum of one lesson per week, per term.
- The Cocurricular Music Tutor will be provided with premises at the College rent free for the teaching of College students only, from Monday to Friday. The College therefore expects participation in non-teaching activities such as student rehearsals, recitals and concerts.
- The College will assist in programming lessons so that there is a minimum of disruption to students' daily programs. Lessons will be given mostly on a rotating basis.
- As part of the contract, Cocurricular Music Tutors are required to attend compulsory Cocurricular Music meetings (two per academic year). The dates/times of these meetings will be made known to Cocurricular Music Tutors prior to the commencement of each academic year.
- The Cocurricular Music Tutor is not an employee of the College per se, but will be paid directly by the parents of the students taught. The College implements a fee level common to all students. Payment of fees for lessons will be by private arrangement between you and the students' parents. The College will not issue accounts or receive monies on behalf of Cocurricular Music Tutors.

## Requirements

- Advanced knowledge and performance standards in voice.
- Experience in preparing students for AMEB and TRINITY exams.
- Experience in teaching Cocurricular Music and voice lessons in a school setting.
- Must be confident in directing choirs and small vocal ensembles.
- Possess a current Suitability 'Blue' Card from the Commission for Children and Young People and Child Guardian for working with children.
- Provide evidence of their public liability cover (certificate of currency from their Insurance Broker or Insurer) prior to commencing work at the College. (The Lutheran Schools recommend Aon Risk Services' Music and Singing Teachers' Insurance cover for tutors who do not already have cover. Contract Aon Risk Services on 1800 806 684, or email [daniel.degotardi@aon.com.au](mailto:daniel.degotardi@aon.com.au) for further information).
- Maintenance of accurate attendance roll and inform the Cocurricular Music Coordinator /Head of Arts of student absences, as well as advance notice of any occasions upon which you yourself will not be present.
- Evaluation in conjunction with the Cocurricular Music Coordinator /Head of Arts, aspects of the Cocurricular program, students' progress and their own teaching performance.
- Completion of reports at the end of each semester.

## Person Specification - the Cocurricular Music Tutor should be able to:

- Work as part of a multidisciplinary team.
- Effectively communicate with, and support, a diverse variety of users including teaching and administration staff and students.
- Strong written and oral communication skills.
- Ability to present ideas in user friendly language.
- Strong customer service orientation.
- Accept and act on direction from supervisors and staff.
- Possess sound problem-solving skills.
- Able to work effectively under pressure.
- Be able to prioritise tasks.

### **Workplace Health and Safety Responsibilities**

- This person must comply with relevant Workplace Health and Safety legislation, codes of practice, standards, policies, operating procedures and work instructions.

### **Performance Appraisal**

- The position shall be reviewed annually through the Principal and/or delegate and reflect the ongoing needs and developments within the Cocurricular Music area. For convenience and planning, the College will normally inform tutors of its intentions concerning renewal of contract and expected teaching load at the end of each school year.

### **Selection Criteria**

- SC1** Evidence of active involvement in a Christian denomination and/or ability to support the Christian ethos of the College, including worship and devotional life;
- SC2** Demonstrated personal and interpersonal skills that strengthen effective partnerships with staff;
- SC3** Demonstrated ability to develop warm, caring relationships with students while maintaining a positive, focussed learning environment.
- SC4** Demonstrated advanced knowledge of, and performance history in, the field of AMEB and TRINITY exams and music education in the field of Cocurricular Music. Evidence of a personal commitment to continuous self-evaluation and lifelong learning;
- SC5** Demonstrated experience in teaching Cocurricular music lessons in a College setting; and
- SC6** Demonstrated levels of confidence, flexibility, initiative, perseverance and resourcefulness necessary to contribute to a professional learning community that values teamwork and leadership.