



MacKillop College

Instrumental Music Tutor

Position Description

Position reports to

Music Director

About MacKillop College

MacKillop is a Catholic college in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as lifelong learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness the presence of God amongst us by celebrating our Catholic heritage as a faith community.

Overview of the Role

The Instrumental Music Tutor will provide specialist support to students in the learning of their instrument of choice. As a passionate musician, this role will be dedicated to inspiring and cultivating a love of musical learning and developing performance-based techniques. This role requires someone who can share their expertise and demonstrate generosity and patience within a structured program of skills development.

Our team of music tutors work collaboratively and are committed to continuously developing their tutoring practices to improve learning outcomes for students.

As a Catholic school, MacKillop College requires all staff to share in an active commitment to Catholic Education and a commitment to Child Safety through the actions below.

Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its mission
- demonstrate an understanding of the Church's teachings and the mission of the Church
- demonstrate a capacity to instil in students a respect for each other
- demonstrate a willingness to integrate the Church's teachings into all aspects of curriculum

Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies that promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



Accountabilities

Music Tutoring

- provide tuition to individual and small groups of students to develop their skills
 - design and implement a comprehensive and appropriately sequenced instrumental tutoring program
 - source and distribute learning resources (i.e. sheet music) to students to support their learning
 - prepare students either as soloists or ensemble members for performances including recitals, concerts, and college events
 - prepare students for competitions, examinations and tertiary entrance auditions as required
 - deliver the agreed number of lessons and deliver make-up tutorials as required
 - liaise with the Director of Music regarding any issues relating to student progress or engagement, including absences
 - direct, accompany and/or conduct students in ensemble performances as required
 - set challenging and achievable goals for every student being tutored
 - involve students in individual goal setting, to help them evaluate and improve their performance
 - provide effective home based practice strategies to encourage students to develop independently
 - identify and support students who may be musically gifted
 - use a range of strategies, including conducting techniques where appropriate, to promote good ensemble playing
 - hold high expectations for each student
 - organise learning time effectively, including lessons, practices and rehearsals
 - set clear and meaningful goals for each student including the development of individual programs of repertoire for each student
 - support all college events including rehearsals, concerts, musicals, recitals, workshops and music camps as required
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Differentiated learning

- develop tutorials that caters for the learning needs of individual students
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Curriculum Development

- contribute to the development, implementation and evaluation of the instrumental music curriculum as required
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Communication

- provide meaningful and regular feedback to each student on their progress
 - complete a semesterly report for each student detailing progress achieved and supporting evidence
 - participate in Student Progress Interviews as necessary
 - initiate family contact where student behaviour or attendance needs to be discussed
 - respond promptly to family requests for information, return phone calls and answer emails
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Learning Environment

- create and maintain a safe and challenging learning environment
 - promote positive, respectful and encouraging relationships
 - demonstrate effective behavioural management skills, implementing appropriate behaviour management strategies
 - use appropriate restorative practices as required
 - establish clear expectations for student behaviour and encourage students to take responsibility for their own behaviour
 - establish clear learning expectations for students based on individual needs
 - create a stimulating learning environment by using a variety of teaching strategies and activities
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Professional Development

- keep accurate records of student attendance and participation
 - maintain current accreditation to provide First Aid, CPR, and complete asthma and anaphylaxis training
 - support a performance and development culture
 - complete annual Child Protection and Mandatory Reporting training
 - commit to ongoing professional development
 - maintain required ICT skills for learning and tutoring
 - contribute and participate in the annual review meeting process
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General Expectations

- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education'
- adhere to the MACS Code of Conduct
- act as a role model for students
- actively contribute to the achievement of the School Improvement Plan
- stay informed by reading the Principal Memo, all College emails and other correspondence on at least a weekly basis, responding appropriately
- abide by all College policies and procedures
- work collaboratively and build effective working relationships
- ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
- model a professional approach for all staff and students, including conduct, language and professional dress
- attend all relevant school meetings, functions, events, liturgies, open days, staff faith proceedings and professional development as required by the Principal
- observe the strictest confidentiality for all sensitive and private information
- participate in duty supervision as rostered, and other supervision duties as required
- actively contribute to the care of all College facilities, grounds, equipment and resources

Work Health and Safety

- take reasonable care of your own health and safety
- take reasonable care for the health and safety of others who may be affected by your acts or omissions
- cooperate with any actions MacKillop College implements to comply with WHS requirements
- comply with all Safe Working Procedures
- use appropriate Personal Protective Equipment (PPE) as required
- periodically update MacKillop College about any medical condition that:
 - is life threatening or may require Emergency Services to be called
 - could impact on your ability to perform your duties
- complete safety training courses as required and participate in compliance briefings or inductions as required
- do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses, etc.)
- work cooperatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
- contribute to a healthy and safe work environment, and comply with all safe work policies and procedures

Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

Required Capabilities

Tutoring	• high-level practical skills in the instrument (s) being taught • knowledge of relevant repertoire and resources for the instruments and ensembles • role model best practice for instrument use and care
Duty of Care	• must maintain currency qualifications in: – First Aid and CPR – Mandatory reporting – Anaphylaxis management – Asthma management
Emotional intelligence	• a demonstrated understanding of social and emotional issues connected to student life

Communication	• excellent written and oral communication skills, including ability to communicate with students, families and the school community • excellent interpersonal and communication skills
Organisation	• ability to manage tasks with minimal supervision • capacity to work to timelines • demonstrated organisational skills including strong attention to detail • proven time-management skills • exhibited self-motivation
Music/Instruments	• understanding and appropriate knowledge of music • high level music literacy (reading sheet music) • high-level practical skills in the instrument(s) being taught • knowledge of different musical styles and genres
Approachable	• a demonstrated ability to foster a welcoming and calm learning environment that promotes positive behaviour
Teamwork	• ability to work as part of a team • ability to collaborate with other staff to develop and share teaching resources • ability to develop and maintain excellent working relationships with key stakeholders
Catholic Identity	• a demonstrated commitment to working in a Catholic Education environment • demonstrated pastoral approach towards student and staff relationships

Qualifications, Education and Experience

Essential

- relevant music qualification or extensive experience as a musician
- experience as a Music Tutor working with children and young people
- knowledge of relevant repertoire and resources for the instruments and ensembles being taught
- a commitment to teaching in a Catholic school environment

Desirable

- relevant post-graduate studies (or working towards such qualifications)
- demonstrated experience in contemporary education environments

Declaration

I accept the above duties for the position at MacKillop College.

Name: _____

Signature: _____

Date: _____