



De La Salle College Malvern Instrumental Music Tutor POSITION DESCRIPTION



De La Salle College Malvern is actively committed to fostering a community of safeguarding that recognises and upholds the dignity and rights of all children.

De La Salle College is an equal opportunity employer.

"The young should be able to see in your wisdom how they should behave."

St John Baptist de La Salle - (Med 132.1—on the life of Saint Norbert)

Role Purpose

The Instrumental Music Tutor supports the mission, vision and values of the College community and the College's Lasallian tradition wherein respect is the foundation for all relationships. They will work collectively and collaboratively with other members of the Music Department.

General Administration

- Access parental contact information on Synweb as required.
- Allocate College hire instruments to students (woodwind/brass/strings only) and facilitate the loans process with the Music Administrator.
- Schedule lesson times in Synweb in collaboration with the student, and if required in consultation with the parent and/or the Music Coordinator. In the case of rescheduled lessons, promptly update information on Synweb.
- Mark attendance promptly at each instrumental lesson in Synweb.
- Encourage and support the student purchase of own instruments (woodwind/brass) beyond year 9.
- Maintain the dedicated Ollie instrument page, for parent/student communication and instrument community building purposes.
- Facilitate the maintenance of school instruments through bringing faulty instruments to the attention of the Music Coordinator.

Management of Learning and Teaching

- Source and distribute learning resources (i.e. sheet music and audio/visual files) to students, either in hard copy or on Ollie/ Smart Music.
- Deliver the agreed number of lessons (decided in consultation with the Music Coordinator), of the requisite duration, preferably once per week.
- Create a Music Progress Plan (MPP) of instruction in the first 2 weeks of each semester for each student in conjunction with the student's stated learning goals and the specified requirements of the student's Classroom Music Teacher (if applicable). Submit this MPP to the Music Coordinator and Music Administrator by week 5 of each semester.
- Deliver make-up lessons, when appropriate to do so, according to the conditions described in the Private Music Lessons Enrolment Form.
- Prepare each student for a solo performance at the annual Soiree, held late in Term 3 (New Semester 2 students may be exempt).
- Complete a semesterly report for each student, using the Instrumental Music Rubric, based on progress achieved by the student with regard to the goals established in the MPP.
- Participate in scheduled professional learning activities and meetings pertaining to instrumental teaching at the College.

Collegial Communication

- Read all relevant email correspondence from the College.
- Communicate with the Music Coordinator on any issues pertaining to the effective delivery of instrumental lessons, such as student absence from lessons, organisation of AMEB exams, auditions, buying of sheet music and new instruments.
- Liaise with the Music Coordinator/Classroom Music Teacher regarding issues of instrumental student progress within the Classroom Music program.
- Assist students in the selection of pieces for recital performances (Year 10, VCE) and locate piano accompaniments when applicable.
- Liaise with the College accompanist as necessary for all accompanied rehearsals and performances.
- Liaise with the Ensembles Coordinator and specific Ensemble Leaders regarding issues of instrumental student progress within the ensemble program.

Professional Practice

- Participate in an annual performance review.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Child Protection Policies and the Child Safety – Staff Code of Conduct, and any other policies or procedures relating to child safety;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety College Policy may be viewed through accessing the College Policies on the Learning Management Platform (OLLIE).

Criteria

Personal Requirements/Competencies

- Alignment with the values and Catholic ethos of the College;
- A commitment to the College's Child Protection – Child Safety and Wellbeing Policy upholding the school's statement of commitment to child safety at all times;
- High level of professional personal presentation;
- Enthusiastic and highly motivated to contribute;
- Flexibility and ability to operate effectively in a changing environment;
- Working with Children Check for Victoria and National Police Record Check required prior to commencement.

Accountability

Reports to: Director of Music
Internal liaisons: Staff and students
External liaisons: N/A

Conditions

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi Employer Agreement 2022.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. All employees at De La Salle College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

Status:	Casual
Hours of Work:	Agreed as per the individual conditions contained within approved and current Private Music enrolments. Lessons may be of 30/45/ 60 minute duration.
Rate:	As per Victorian Music Teacher Association rates. This is subject to change at the College's discretion

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.