



Saint Ignatius College Geelong

ROLE STATEMENT

Casual Music Tutor & Private Instrument Tutor

Date: March 2020

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College’s Catholic Ethos
- College’s Ignatian Ethos
- College’s Child Safe Policies and Procedures
- CECV Statement of Principles Regarding Catholic Education

All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principals.

Nature of this role	<ul style="list-style-type: none"> • The essential role of everyone at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and the Characteristics of Jesuit Education • The person appointed to the above position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students. • This person will ensure that all professional contact with the public is positive and welcoming and promotes the College Ignatian Ethos
----------------------------	---

The General responsibilities and accountabilities of this role	<ul style="list-style-type: none"> • Direct accountability is to Learning Area Leader – Performing Arts and Instrumental Music Coordinator • Develop and maintain collegial and professional relationships with colleagues • Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures • Support a performance and development culture • Adhere to all College policies • Undertake other duties as required by Principal
---	---

The specific duties of the roles include	<ul style="list-style-type: none"> • Having an understanding of and commitment to Catholic Education • Any other duties as stipulated by the Arts and Performance Coordinators
Casual Music Tutor Yr 7	<p>Supervised by Year 7 Music Program Coordinator</p> <ul style="list-style-type: none"> • Working with the classroom music teacher to take small groups of Instrumental Lessons • Attending performances as required
Private Instrumental Tutor	<p>Supervised by Instrumental Music Coordinator</p> <ul style="list-style-type: none"> • Taking individual students from year 7 – 12 for private instrumental lessons • Having knowledge of VCE Music requirements • Assisting in preparing ensembles for performances and take ensembles as required • Invoice and collect lessons fees privately • Arrange lessons and follow lessons with families directly • College will provide list of students requiring lessons and make a space available during school hours.

Qualifications and experiences	<p>Key Skills - The following will be highly regarded:</p> <ul style="list-style-type: none"> • Knowledge of the Catholic Church’s teachings and structures • Previous experience in developing and delivering programs and resources for young people. This may include experience working with young people in other settings such as sport or volunteering. <p>Personal Competencies -The following competencies would be seen as essential:</p> <ul style="list-style-type: none"> • Commitment to child safety, as required by the Victorian Child Safe standards and the College’s Staff Code of Conduct. • Ability to engage with young people • Ability to work collaboratively <p>The following would be highly regarded</p> <ul style="list-style-type: none"> • Strong organizational skills • Strong verbal and written communication skills • Self-motivated and able to manage own workload
Child Safety and Pastoral Care	<ul style="list-style-type: none"> • 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 • Assist in the provision of a child-safe environment for students • Maintain currency of Child Safe training • Demonstrate a duty of care to students in relation to their physical and mental wellbeing • Be active participants in the College’s pastoral care system • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects Ignatian values • Implement strategies which promote a healthy and positive learning environment
Professional Development	<ul style="list-style-type: none"> • Commit to ongoing professional development in relation to your role • Be open to researching areas of interest relevant to directions provided in the school’s strategic plan • Continue development of ICT skills as technologies evolve • Be an active member of a relevant professional association as duties permit • Support collegial learning • Participate annually in Ignatian professional development • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Uphold the professional standards expected of this role
General, Administrative and School Community Duties	<ul style="list-style-type: none"> • Attend all relevant school meetings as required, • Attend whole-school events as required by the Principal • Attend staff liturgical events and staff faith days as required • Use Information and Communications Technologies to enhance administration • Follow the College’s financial requirements in relation to ordering and deliveries
The role involves participation in the following Co-Curricular activities	<ul style="list-style-type: none"> • Support and, where possible, be involved in the co-curricular program • Where appropriate, nominate participating students for awards or school colours • Create and maintain a safe environment in which students may enjoy their participation • Consider participation in social justice activities/retreats/spiritual programs.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Remuneration

As agreed as a casual Music Tutor under Educational Services (Schools) General Staff Award 2010

Other requirements

Employees must have and maintain

- Valid Working with Children Check
- Valid National Police Record Check every 5 years
- Level 2 First Aid
- Complete the College online training in Child Protection, Duty of Care and Mandatory Reporting