



TITLE:	Music Tutor - Instrumental
AWARD/AGREEMENT:	Agreement Free
EMPLOYMENT STATUS:	Casual
HOURS OF WORK:	Casual as needs basis, but anticipated to be approximately 7 hours per academic week
REPORTS TO:	Head of Performing Arts
LOCATION:	Elphin and Penquite Campuses
QUALIFICATIONS:	Qualification in music education (Desirable)
MANDATORY CLEARANCES:	<ol style="list-style-type: none"> Working with Vulnerable People (Children) Registration Registration with Tasmanian Teachers Registration Board (Desirable) National Police Certificate (Schedule 1 Record)

The College:

Scotch Oakburn College is an independent, open entry day and boarding school of approximately 1,300 students from Early Learning through to Year 12, in association with the Uniting Church in Australia. Through the provision of academic, pastoral, and co-curricular programs, the College provides a holistic education designed to prepare students for their future.

Our College has three campuses:

- **Elphin Campus**, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning Centre and Years Prep to 5) as well as our Boarding House students who come to us from intrastate, interstate and international locations.
- **Penquite Campus**, located 2.5km from our Elphin Campus and home to our Middle School students (Years 6 to 8) and Senior School students (Years 9 to 12).
- **Valley Campus**, located in the Fingal Valley just over an hour’s drive from Launceston and the hub of our Education Outdoors and Environment Centre.

Scotch Oakburn College is one of 250 Round Square schools that span 50 countries around the globe. Round Square schools are committed to character education and experiential learning built around the six IDEALS of International Understanding, Democracy, Environmental Stewardship, Adventure, Leadership and Service.

The Role:

The role of a Music Tutor is to provide instrumental instruction and tutoring for our students. They will mentor and be a role model for students in their musical journey at Scotch Oakburn College. During school terms Music Tutors may be required to participate and assist in school concerts, visiting workshops and interactive student group activities, events, recording sessions and performances.

Additionally, Music Tutors may be required to work with groups toward concert and ensemble performances and assist their students with school-based assessments, as directed by the Head of Performing Arts.



After hours, weekend work and split shifts (where applicable) may be required to meet the requirements of the College's music program (concerts, performances, rehearsals, music camps, etc.), alongside opportunities to support the College's in class instrumental curriculum program.

Key Duties and Responsibilities:

Tutoring individual, shared lessons and/or supporting in class curriculum lessons as required, incorporating elements of general musicianship, such as aural training and theory. Where applicable, directing co-curricular ensembles.

- Provide individual and group instrumental instruction and tutoring.
- Plan and prepare for individual lessons toward expected outcomes and update the teaching schedule weekly as required.
- Develop knowledge of tutoring materials and repertoire for students at different stages of their musical development.
- Prepare pupils for College performances and examinations.
- Complete accurate and timely student attendance.
- Communicate with parents about their child's lessons and progress at regular intervals.
- Undertake any additional duties as assigned by the Head of Department to support the objectives of the Performing Arts Department and College.

Level of Accountability

Performance of the role must be undertaken with the highest of integrity, in accordance with the College Delegations of Authority. This is an autonomous role, with general direction provided on a day-to-day basis. Guidance and advice are available from the classroom teacher and Head of Department as required.

All tasks must be completed within required timeframes, to a high standard, and in accordance with the policies and procedures of the College. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives.

Organisational Relationships

Reports to:	Head of Department
Direct Reports:	No direct reports to this position
Key Internal Relationships:	Administrator, Performing Arts All staff of the College, in particular the Performing Arts Department Students
External Relationships:	Parents and/or carers of students Organisations with whom the College deals

Safeguarding Children and Young People

As an employee of Scotch Oakburn College, you are required to adhere to our Code of Conduct, accessible on The Dash, which outlines behaviour standards aligned with safeguarding children and young people.

Your responsibilities include providing a safe and welcoming environment for children and young people, acting as a positive role model, ensuring positive and safe interactions, and providing adequate care and supervision. Through the performance of their roles, all staff are required to promote the safety and well-being of children and young people in our care, and report suspicions or disclosures of abuse or policy breaches to management.

Additionally, during your employment with the College you are required maintain valid Working with Vulnerable People documentation and undergo periodic National Criminal History record checks. You are also obligated to report to College management any criminal charges or convictions received during employment that may pose a risk to children and young people.

Work Health and Safety

Scotch Oakburn college is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students, and visitors. As a member of staff, you will be required to:

- take reasonable care of your own health and safety,
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons,
- comply, so far as you are reasonably able to, with any reasonable instruction provided by the College to allow the College to comply with the Work Health and Safety Act,
- co-operate with any reasonable policy or procedure of the College relating to health or safety, and
- report any injury, hazard, near miss or incidents and losses as soon as they are detected using the College's incident and accident reporting system.

Knowledge and Experience:

Knowledge and experience are required in:

- Instrument proficiency on your chosen instrument(s) - you should demonstrate proficiency in playing that instrument at a high level.
- Familiarity with various musical genres and styles, and the ability to teach students about different genres and techniques.
- Experience teaching both individual lessons and group lessons.
- Demonstrated ability in guiding students to develop and achieve measurable goals, be it individual or examination goals (AMEB, Guildhall, St Cecilia etc).
- Experience working with different age groups from Junior School age to Senior School.
- The ability to tailor lessons to suit different learning styles.

In accordance with its Recruitment Policy, Scotch Oakburn College is committed to selection procedures based on merit, qualifications, experience and which are aligned to the key selection criteria of the role. As such, applications for this role should address the Key Selection Criteria below to demonstrate their ability to fulfil the key duties and responsibilities outlined.

Key Selection Criteria:

1. Relevant music or music education qualifications, preferably to a degree level from a recognised tertiary institution, or equivalent industry experience.
2. Demonstrated proficiency in your chosen field and ability to contribute positively to the College's co-curricular music program.
3. Demonstrated ability to develop and implement an individualised learning plan for each student and to relate to students of differing abilities.
4. Demonstrated ability to maintain ongoing communication with parents about their child's learning/ progress and work constructively to resolve any concerns that may arise.
5. Demonstrated ability to encourage teamwork and be part of a committed team with demonstrated high-level interpersonal and communication skills.
6. A capacity and willingness to embrace the College's Learner Attributes
7. Experience as an ensemble director within a school setting would be beneficial, but not mandatory.
8. Safeguarding Children: a demonstrated commitment to actively contribute to the College's safeguarding culture for children and young people, including an understanding of the College's policies in relation to Child Safety.