
POSITION DESCRIPTION – INSTRUMENTAL MUSIC TUTOR - PIANO

History	May 2023, July 2021
Purpose/Scope	To provide instrumental music lessons to students of NCC and be a willing participant within the Performance & Instrumental Music Department.
Accountability	Head of Performance & Instrumental Music Department and ultimately the Executive Principal
Relates to	Executive Principal, Head of Performance & Instrumental Music, Instrumental Music Teachers, Heads of Schools, Head of Business Operations, HR Manager, Registrar, Teachers and Administration Team
Qualifications	Bachelor of Music or suitable teaching experience.
Attributes	<p>These are generally personal in nature and reflect the desired attributes of staff.</p> <ul style="list-style-type: none">• Have a personal faith and commitment to Jesus Christ• Contribute to the Christian culture of the College• To display exemplary inter-personal skills• To prioritise and effectively manage work-load• To professionally communicate in both written and oral form with students and staff• Be reliable and punctual• Demonstrate a commitment to maintaining professional knowledge and skills• Maintain confidentiality, discretion and honesty
Responsibilities	<p>Provided below are the primary responsibilities for this position. From time to time other duties may be deemed necessary and these will be determined in conjunction with the person/s to whom you are accountable. Attention should be given to maintaining the priority of the duties listed below. Responsibilities described in the Position Description will be reviewed as necessary.</p> <ul style="list-style-type: none">• To understand scope of role in relation to Pastoral Care procedures.• Demonstrate discretion in relation to sensitive information regarding students, parents and/or staff.• Be well-informed in relation to responsibilities under the Privacy Act.• Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004.• Be aware and supportive of College Workplace Health & Safety requirements. Carry out work practices in accordance with current Workplace Health and Safety standards, including emergency procedures.• The role of an Instrumental Music Tutor at Nambour Christian College is to support the Head of Instrumental Music in delivering high quality music tuition based on performance in College bands, choirs and ensembles.• Ability to teach all Levels of AMEB music examinations and to be able to teach piano.
Reference Documents	NCC Child Protection Policy NCC Staff Code of Conduct NCC Staff Dress Code Policy

<i>Appraisal</i>	Key Performance Indicators (KPIs) established in consultation with Supervisor It would be desirable to establish KPI's within 2 months of commencement.
<i>Review</i>	Annually
<i>Salary</i>	As per contract
<i>Hours of Work</i>	As per contract