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## POSITION DESCRIPTION – INSTRUMENTAL MUSIC TUTOR - FLUTE

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<b>History</b>	December 2022
<b>Purpose/Scope</b>	To provide instrumental music lessons to students and be a willing participant within the Performance & Instrumental Music Department.
<b>Accountability</b>	Head of Performance & Instrumental Music Department and ultimately the Executive Principal
<b>Relates to</b>	Executive Principal, Head of Performance & Instrumental Music, Instrumental Music Teachers, Heads of Schools, Head of Business Operations, Teachers, Admin Team and students
<b>Qualifications</b>	A formal Qualification is essential Bachelor of Music or suitable teaching experience Hold a current Queensland Paid Working with Children Check (Blue Card) Staff are encouraged to advance their skills and knowledge base
<b>Skills</b>	Ability to teach all levels of AMEB music examinations, specifically to teach flute
<b>Experience</b>	A minimum of two years teaching flute lessons in a school environment is desirable
<b>Attributes</b>	These are generally personal in nature and reflect the desired attributes of staff <ul style="list-style-type: none"><li>• Have a personal faith and commitment to Jesus Christ</li><li>• Contribute to the Christian culture of the College</li><li>• Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct</li><li>• To display exemplary inter-personal skills</li><li>• To professionally communicate in both written and oral form</li><li>• To prioritise and effectively manage workload</li><li>• To foster teamwork</li><li>• Be reliable and punctual</li><li>• Demonstrate a commitment to maintaining professional knowledge and skills</li><li>• Maintain confidentiality, discretion and honesty</li><li>• Appreciate the place and timing of fun and a sense of humour</li></ul>
<b>Responsibilities</b>	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 Profile will be reviewed as necessary. <ul style="list-style-type: none"><li>• To understand scope of role in relation to Pastoral Care procedures</li><li>• Demonstrate discretion in relation to sensitive information regarding students, parents and/or staff</li><li>• Be well-informed in relation to responsibilities under the Privacy Act</li><li>• Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004</li><li>• Be aware and supportive of College Workplace Health &amp; Safety requirements. Carry out work practices in accordance with current Workplace Health and Safety standards, including emergency procedures</li></ul>

- Support the Head of Performance & Instrumental Music in delivering high quality music tuition based on performance in College bands, choirs and ensembles
- Implement the departmental Instrumental Music Program curriculum in consultation with the Head of Performance & Instrumental Music to ensure appropriate lesson preparation, assessment and record keeping of student achievement

**Reference Documents**     [NCC Child Protection Policy](#)  
[NCC Staff Code of Conduct](#)  
[NCC Enterprise Agreement](#)  
[NCC Staff Dress Code Policy](#)

**Appraisal**                     Key Performance Indicators (KPIs) established in consultation with Supervisor  
It would be desirable to establish KPI's within 2 months of commencement.

**Review**                         Six monthly

**Salary**                         In accordance with levels set out in the NCC Enterprise Agreement

**Hours of Work**                As per employment contract