



Music (Vocal) Tutor Position Description

Title	Music (Vocal) Tutor
Classification	Educational Services (Schools) General Staff Award 2010
	Level 6 Grade 3
Value range	TBC plus 9.25% superannuation
Employment status	Casual/Sessional
Date Reviewed	October 2017

The Music (Vocal) Tutor is appointed by the Principal and is accountable to the Assistant Principal (Learning) through the Director of Music and Ensembles.

The Vocal Tutor is responsible for the management and development of the Vocal program and works collaboratively with the Music Department.

The Vocal Tutor is responsible for conducting the College Champagnat Choir and Chamber Choir, which includes preparing them for the Annual Music and Chamber Concerts and all Liturgical events.

ROLE RESPONSIBILITIES:

1. Oversee the Vocal Program in consultation with the Director of Music and Ensembles.
2. Plan and conduct private and small group lessons
3. Prepare student/s for Vocal Examinations
4. Prepare students for and assist with the design of their VCE program
5. Prepare students / choirs for all Music related performances and Liturgical events
6. Play an active role in leading the College Champagnat Choir and Chamber Choir for all public performances and Liturgical events.

Child Safety

- Provide students with a child safe environment
- Be familiar with and comply with the College's child safe policy and code of conduct, and any other policies or procedures relating to child safety
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment
- Demonstrate duty of care to students in relation to the physical and mental well being

The duties outlined above may be subject to variation from time-to-time by the Principal (or his nominee).

SELECTION CRITERIA

Applicants should be able to demonstrate:

- A commitment to Catholic education and the College's mission statement;
- A commitment to Child Safety;
- Graduate or postgraduate study of music performance in Voice
- A music teaching qualification
- Recent experience in leading a choir and individual tutoring
- An excellent understanding of a vast range of vocal repertoire and liturgical music
- An ability to teach both advanced and beginner levels
- Success in fostering in boys a love of learning and a commitment to excellence
- A genuine commitment to their own learning
- A proven record as an outstanding teacher / tutor
- Highly developed skills in their chosen instrument / voice

The position is employed in accordance with the terms and conditions of the Educational Services (Schools) General Staff Award 2010.

The position will from time-to-time require attendance outside normal hours from which time in lieu will be considered. The successful applicant will be required to undergo a Criminal Record Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Marcellin College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.