



Visiting Music Tutor (VMT)

Nature of Role

To foster the interest, performance opportunities and skill development of students in individual and group situations. This position reports to the Director of Music.

Basic Function

The Music School provides core and elective curriculum music from Prep to Year 12, has a wide variety of co-curricular ensembles rehearsing before, during and after school and enables students throughout the College to have individual instrumental lessons during school time. As a VMT you will be part of a team, and you may also be offered work with the music classroom teachers in delivering instrumental teaching to small groups as part of the Year 3 to 7 instrumental music program.

A VMT is expected to build the enrolments in all areas of music; enhance the opportunities for students to take part in the activities of the Music School; take part in the activities of the Music School; and to work in conjunction with the Director of Music in a team of VMT's and classroom music teachers.

Main Responsibility and Accountabilities

- Provide individual and group tuition in the specified instrument/s, through a developmental program
- Create performance opportunities both inside and outside of school where possible
- With the Director of Music, and the PA to the Music Director, assist in the timetable development for private lessons in your instrument/s
- Prepare and conduct individual music lessons
- Attend and assist in organising concerts where your students are performing
- Attend and assist in the annual Music Camp, Spring concert and Presentation Evening
- Maintain the instruments owned by Newhaven College, supervise any necessary repairs, and keep the equipment and instrument registers up to date
- Fulfil administrative requirements of the Music School, including lesson attendance records, feedback to parents and accurate invoicing to the school
- Build enrolments in your instrument/s through publicity, concerts, contact with parents of potential students through the class programs, and conduct of "incentive classes" to encourage new players.

Performance Indicators

VMT's at Newhaven College are expected to maintain exemplary practice in the educational enterprise in which they participate. Key features of good practice for a VMT include:

- The provision of high-quality curriculum
- The provision of educational opportunities and activities which enable all students to achieve their highest potential
- Excellent collegial relations
- Regular participation in professional development courses and programs
- Effective involvement in the general pastoral care programs and structures of the College

Position Requirements: Knowledge and Experience

- Knowledge, management, and adherence to Ministerial Order 870 – Child Safe Obligations.
- Knowledge of requirements under the Anti-Discrimination Act.
- Compliance with all the College's OHS requirements
- Ability to provide instruction across a broad range of styles
- Knowledge of ensemble repertoire, and ability to arrange music for ensembles
- Expertise with maintenance and repair of equipment.
- Ability to work as a team member.
- Confidence to communicate effectively with parents
- Current Asthma, Anaphylaxis and College Child Protection certification

Classroom Music Teachers

Some visiting music teachers may also be offered the opportunity to take timetabled classes within the College. The Teacher Job Description, the current Enterprise Agreement and the Terms and Conditions of employment for these teachers. Only those with current VIT registration can request consideration for these roles.

Organisational Relationships

Position Reports To: The Director of Music

Internal Liaisons: Public performance Coordinator
PA to the Director of Music

External Liaisons: AMEB
Professional Organisations
ADMIS
Parents
Wider community organisers for special events

Statement of Commitment to Child Safety

Newhaven College is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

At Newhaven College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Commencement

Appointees would normally take up their positions on the first school day in the year of commencement, unless this date needed to be varied because of events such as an early resignation.

This Position Description is a guide only, and is not intended to be an exhaustive or exclusive list of duties of this position.