



POSITION DESCRIPTION

POSITION TITLE: Instrumental Music Tutor

POSITION TYPE: Ongoing Contractual

SUPERVISOR/MANAGER: General Manager

MAIN DUTIES/RESPONSIBILITIES:

The Instrumental Music Tutor's primary responsibility is to inspire, enthuse, excite, guide, enliven, and motivate students through the study, practice and performance of music in a one on one setting.

- Planning and preparing lessons in relation to individual students' needs and examination syllabuses.
- Monitor each student's progress and keep the student and parents informed of progress through the use of the Homework Book and other communication methods.
- Acquiring appropriate teaching materials and resources.
- Teaching music theory, aural skills and practical techniques to students.
- Entering and comprehensively preparing students for examinations.
- Motivating students and encouraging progress.
- Liaising with administration staff and parents of students.
- Ensuring up-to-date knowledge and awareness of examination requirements.
- Assessing students' abilities and providing feedback.
- Preparing students for recitals and concerts for students' families and friends.
- Actively pursue the development and improvement of your instrumental area by accessing and implementing up to date teaching methods and curriculum tools.
- Seeking regular professional development opportunities such as attending appropriate seminars and courses.
- Participating in appropriate administrative and organisational tasks in order to ensure the smooth running of your lessons.
- Other duties as directed.

SKILLS & EXPERIENCE

Qualifications:

- Working with Children check.
- A music degree, or similar qualification or experience.
- Appropriate qualifications in instrument/s being taught.

Experience: Some experience in a similar role.

Skills:

- Excellent verbal and written communication.
- Organised and able to meet deadlines.
- Ability to motivate others.
- Patience.
- Flexibility and a team player.
- Enthusiasm, imagination, and passion for music.

Authority:

To undertake tasks prescribed in this Position Description as directed by the Directors and General Manager. To act in accordance with Company Policies and Procedures.