

Iona College Geelong Music Tutor

The Casual Music Tutor provides high-quality instrumental or vocal tuition to students on a one-on-one or small-group basis. The tutor is responsible for fostering students' musical development, preparing them for performances and examinations where appropriate, and supporting the overall music program within the school.

REMUNERATION SCALE:	Level 5, subdivision 2
FULL TIME EQUIVALENT:	Casual
REPORTS TO:	Principal and Head of Music/Performing Arts

STATEMENT OF DUTIES	
Key Responsibilities	<ul style="list-style-type: none"> Deliver engaging and effective music lessons tailored to students' individual needs and skill levels. Prepare students for school performances, concerts, and external examinations (if applicable). Provide constructive feedback to students and parents regarding progress and areas for improvement. Maintain accurate records of student attendance and lesson progress. Liaise with the Director of Music / Head of Performing Arts to align lessons with the school's music curriculum and events. Support and encourage students in their musical growth, fostering a positive and inspiring learning environment. Adhere to school policies and procedures, including child safety and professional conduct standards. Where required, participate in school music events, rehearsals, or ensemble coaching.
Professional Development	<ul style="list-style-type: none"> Commitment to the ongoing professional development in your role. Continue the development of ICT skills and technologies. Participation in the Annual Review Meeting process. Maintain professional competence and training. Uphold professional standards expected of this role.
General	<ul style="list-style-type: none"> Model and celebrate behaviours that reflect the values of Catholic Education and represent the College in a positive and professional manner. Strive to achieve the College vision, mission, and goals.



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	<ul style="list-style-type: none"> • Contribute to a culture that engenders transparency, responsibility, and accountability. • Attend all relevant directed activities and staff meetings. • Attend whole school events as directed by the Principal. • Undertake other duties related to this role as directed by the Principal, Deputy Principals, or Business Manager.
Key Relationships	<p>Internally</p> <ul style="list-style-type: none"> • Principal • Deputy Principals • Head of Music/Performing Arts • Staff • Students <p>Externally</p> <ul style="list-style-type: none"> • Parents and visitors • MACS • CECV
Risk and Occupational Health and Safety	<p>Staff at Iona College Geelong will:</p> <ul style="list-style-type: none"> • Comply with legislated occupational health and safety practices and participate in consultative processes. • Observe safe work practices in accordance with training and instruction given. • Identify, report and where appropriate, action risks/hazards to eliminate or mitigate against the risk reoccurring (risks arising in the workplace may be financial, site, task or person specific or related to safety). • Promote and implement Occupational Health and Safety and risk mitigation processes within the College.

QUALITIES AND CAPABILITIES

Commitment to Catholic Education	<ul style="list-style-type: none"> • An understanding of the ethos of a Catholic school and its mission. • A commitment to Iona College Vision & Mission.
Commitment to Child Safety	<ul style="list-style-type: none"> • An understanding of child safety and appropriate behaviours when engaging with young people. • A willingness to obtain a Working with Children Check and National Police Record Check. • Be familiar with the legal obligations relating to child safety (mandatory reporting). • Demonstrate an understanding of Victoria's 11 Child Safety Standards.
Knowledge and Understandings	<ul style="list-style-type: none"> • A comprehensive understanding of the College's policies and procedures. • Use the appropriate avenues and resources when seeking support and clarification including when handling sensitive situations and information.

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Skills / Attributes	<ul style="list-style-type: none"> • Demonstrated proficiency in an instrument/specialty and relevant teaching experience. • Strong communication and interpersonal skills with students, parents, and staff. • Ability to tailor lessons to accommodate different learning styles and abilities. • Passion for music education and commitment to fostering student growth. • Ability to work independently and manage lesson scheduling effectively.
Experience and Qualifications	<ul style="list-style-type: none"> • Previous experience in tutoring music to children • Previous experience in an education sector is desirable but not essential. • Formal qualifications in music or music education.
Other Requirements	<ul style="list-style-type: none"> • Valid Working with Children Check. • National Police Check. • Have Australian citizenship or permanent residency or hold a visa with appropriate working rights. • Comply with the Iona College Child Safety Commitment.
Contract & Conditions	Employment: casual Entitlements under the Education Services (School) General Staff Award 2020
Authorised by	Damian McKew- Foundation Principal
Date	April 2025

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