



POSITION DESCRIPTION

PERIPATETIC INSTRUMENTAL MUSIC TUTOR (CELLO)

Created	April 2005	Authorised: Business Manager	Signed:
Reviewed	March 2009	Authorised: Principal	Signed:
Reviewed	November 2011	Authorised: Principal	Signed:
Reviewed	October 2015	Authorised: Principal	Signed:
Reviewed	August 2018	Authorised: Principal	Signed:
Reviewed	April 2019	Authorised: Principal	Signed:
Reviewed	August 2019	Authorised: Principal	Signed:



KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION PERIPATETIC INSTRUMENTAL MUSIC TUTOR (CELLO)

Section 1 - School Identification

School Name

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Location

157 Kingsway, Darch, 6065 Western Australia

Section 2 - Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is fully committed to the protection of children, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, an Employee Assistance Program and free staff flu vaccinations.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3 – The Position

Title

Peripatetic Instrumental Music Tutor (Cello)

Section/Department/Learning Area

The Arts

Tenure

Casual as per student enrolments in the specific music instrument tuition offered.

Commencing 2020.

Section 4 - Remuneration Terms and Conditions

As per the Kingsway Christian Education Association Inc. Music Tutor payment schedule.

Section 5 - Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Business Manager, Deputy Principal (Curriculum) K-12, Deputy Principal (Students) K-12, Head of Primary K-6, Marketing and Enrolments Manager and the Director of Information Technology and Learning.

Peripatetic Instrumental Music Tutors report to the Director of Music who has oversight of the College music programme.

Section 7 – Responsibilities and Duties

Overview

You are appointed as a **Peripatetic Instrumental Music Tutor (Cello)** for the Kingsway Education Association Inc. private tuition programme. You are responsible to the Director of Music.

Role

The **Peripatetic Instrumental Music Tutor (Cello)** conducts private instrumental music tuition lessons for students studying Cello. Experience taking string ensembles would be an advantage.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community;
- Modelling Christian behaviour, practices and beliefs;
- Building cooperative and supportive relationships with staff, students and parents;
- Striving for excellence in performance and participation;
- Acting in the best interests of the College, the Association and its ethos.

Specific Duties

You are to perform your Responsibilities and Duties under the direction and supervision of the Director of Music. Duties include the following:

Educational

- Plan and deliver a program of tuition, in the relevant instrument, individualized for each student;
- Establish with each student, a Practice Diary in which guidance is given weekly and communication with parents is maintained;
- Support initiatives which integrate the students' instrumental development with a wider music education and performance program;
- Welcome any parent who is able to attend the lesson with their child, using the contact to enlist support and encouragement in practice and achievement;
- Direct and administer various ensemble works where required, for which remuneration will be paid.

Administrative

- Maintain attendance records as required;
- Where any student from Years 1-5 fails to attend a lesson, visit the class to establish the reason, and escort the child to the lesson if they have forgotten;
- Where a student attendance record appears unsatisfactory, inform the Director of Music to determine appropriate action;
- Within the first 6 weeks of each year provide the Director of Music with a program outline and objectives, for each student, for the coming year;
- Notify the Director of Music at the earliest possible time when you will be absent from lessons because of sickness or other unexpected circumstances;
- Provide semester reports as requested by the Director of Music by the given deadline.

Professional

- Conduct yourself in a professional manner always acting in the best interests of the Student and the College;
- Support the College ethos and standards of conduct and dress required of employees as set down in the College Staff Handbook, and College policies;
- Participate in peripatetic music meetings as organised by the Director of Music, for which remuneration will be paid;
- Support College events where the Music Department is actively involved.

Section 8 – Selection Criteria

Pre-requisites

1. To have a valid Department of Education (WA) criminal history clearance no more than 3 months old, prior to commencement of employment.
2. To have or have ability to provide a valid Working With Children Check Card.
3. To provide a reference from your church Pastor / Minister.

Essential

1. Have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
2. Be supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.
3. Hold a qualification/s and have experience appropriate and suitable to the position.
4. Ability and experience in teaching Cello.
5. Demonstrate enthusiasm for working with children.
6. Have high level interpersonal communication skills.
7. Possess strong organisational skills.

Desirable

1. Have basic piano skills.
2. Have experience directing string ensembles.
3. Have achieved a minimum Year 12 Graduation level of education.

Section 9 - Application

The successful applicant will be a committed Christian able to actively contribute to the Christian ethos of the College. A current reference from the applicant's Pastor or Minister, together with contact details of three referees, must accompany the application.

Please go to the College website at <http://www.kingsway.wa.edu.au/employment> for full details. Enquiries can be made to the Human Resources Manager on 9302 8720 or HR@kcc.wa.edu.au.

Applications must include a completed Peripatetic Instrumental Music Tutor Application Form, responses to the selection criteria above, a detailed CV and your Pastor's reference.

Applications Close: 12noon Thursday 22 August 2019

**Peter Burton
Principal
August 2019**