KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION
PERIPATETIC INSTRUMENTAL MUSIC TUTOR – FLUTE

Created	April 2005	Authorised: Business Manager
Reviewed	March 2009	Authorised: Principal
Reviewed	November 2011	Authorised: Principal
Reviewed	October 2015	Authorised: Principal
Reviewed	August 2018	Authorised: Principal
Reviewed	April 2019	Authorised: Principal
Reviewed	August 2019	Authorised: Principal
Reviewed	July 2020	Authorised: Deputy Principal (Curriculum)
Reviewed	January 2021	Authorised: Principal
Reviewed	November 2022	Authorised: Principal
Reviewed:	October 2023	Authorised: Principal
Reviewed:	January 2024	Authorised: Principal
Reviewed:	November 2025	Authorised: Principal
Reviewed:	November 2026	Authorised: Principal

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Section 1. School Identification

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

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with approx. 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. Kingsway has a state of the art music and theatre facility, including a near new 900 seat auditorium, and we are striving to deliver a music education program in keeping with best practice.

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. The College is free of alcohol, illegal drugs and tobacco.

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

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

Current position - Flute Tutor

Delivering approx. 1 day worth of lessons (each lesson is 40 minutes), from year 5 to year 12, (with the opportunity for this to grow in time). This is a mixture of individual and small group lessons.

Section/Department/Learning Area
Music

Tenure
Casual as per student enrolments in the specific music instrument tuition offered. Commencing 2027.

Section 4. Remuneration Terms and Conditions

As per the Kingsway Christian Education Association Inc. Music Tutor payment schedule ($73.50 per hour)

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Dean of Christian Formation, Director of IT and the Director of Community Engagement.

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

Section 6. Responsibilities and Duties

Overview

At Kingsway Christian College, Music is an important part of College life with instrumental programs and many ensembles.

Role

The Peripatetic Instrumental Music Tutor conducts private instrumental music tuition lessons for students in the College Music programme.

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

Under the direction of the Head of Music, the duties of a Peripatetic Instrumental Music Tutor include the following:

Educational

- Plan and deliver weekly instrumental lessons appropriate to each student's age and ability.
- Organise the lesson schedule and communicate this with parents and students through the school teaching and learning platform.
- Establish with each student, a Practice Diary in which guidance is given weekly and communication with parents is maintained.
- Support performance opportunities as they present themselves, such as preparing students for school performances.

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 Head of Music to determine appropriate action.
- Notify the Head 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 Head 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.
- Participate in peripatetic music meetings as organised by the Head of Music, for which remuneration will be paid.
- Support College events as required where the Music Department is actively involved.

Additional information

- The Yr 5 Band program uses a Band Method book to guide the lessons in the early stages and all the students meet weekly for an ensemble rehearsal as well as their group lesson on their instrument.
- There is potential for the successful applicant to also be involved in one of our many ensembles depending on your time availability, as a way of building more time into your KCC schedule. Remuneration will be paid for directing ensembles.

Section 7. Selection Criteria

Pre-requisites

1. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
2. Working With Children Check clearance.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

Essential

1. Ability to actively support the College Christian ethos.
2. Possess appropriate tertiary qualifications and show a commitment to ongoing professional development.
3. Have a passion and energy for developing young musicians through a broad approach to music encompassing all styles, delivering individual lessons as part of the school music program.
4. Familiarity with a variety of teaching and learning strategies to meet students' needs.
5. Have the ability to communicate effectively with people and to be a "team player". You should have a demonstrated ability to work within a school or team.
6. High level interpersonal skills with the ability to establish and develop positive relationships with students, parents and colleagues.
7. Strong organisational skills, including punctuality.
8. Show empathy with, and an understanding of young people.
9. Good computer literacy skills.

Section 8. Application

Applications must include the following:

- Peripatetic Instrumental Music Tutor Application Form
- A brief cover letter and CV
- Letter of reference from your current Pastor.

The application form and full details of this position are available on the College website or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au .

Applications Close: 12 noon, Thursday 3 December 2026

Peter Burton
Principal
November 2026