

## Position Information Document

# Education Support Officer - Music Tutor

## Christian Brothers College, Adelaide

(An accredited Edmund Rice Education Australia school)

### Position Information

<b>Name:</b>	Click or tap here to enter text.
<b>Position Title:</b>	Education Support Officer - Music Tutor
<b>Terms of Engagement:</b>	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Replacement
<b>Tenure (Months)</b>	Remainder of 2026
<b>Commencement date:</b>	ASAP

### Key Working Relationships

- Director of Engagement and Co-Curricular (*Reports To*)
- Deputy Principal
- Co-Curricular Assistant
- Parents / families/ community / students

### Introduction

Christian Brothers College is a Catholic School in the Edmund Rice Tradition and one of Adelaide's oldest and most respected Reception-Year 12 Colleges. Established in 1878, CBC has a proud tradition of providing a uniquely contemporary education for boys. Our College shapes men of the future who lead caring, authentic and accomplished lives; who are advocates for respect and compassion and who share a sense of belonging that lasts for life.

The College aspires to be faithful to the four EREA Touchstones of Liberating Education, Inclusive Community, Gospel Spirituality, and Justice and Solidarity as described in The Charter for Catholic Schools in the Edmund Rice Tradition.

The four Touchstones are reflected in the Vision and Mission statements of the Christian Brothers College Strategic Plan. This Plan also connects the Touchstones with the four core strategic values of Christian Brothers College – Faith, Excellence, Community and Compassion – values which informs continuous improvement in education, decision making and strategic direction.

These values are at the heart of the College's Vision, Mission, and Strategic Plans.

Please visit our College website for more information [www.cbc.sa.edu.au](http://www.cbc.sa.edu.au).

## Broad Purpose

The ESO – Music Tutor will promote CBC, CESA and EREA mission, vision, values and touchstones in all aspects of the role. You will establish and maintain positive working relationships with staff, the wider community, students and their families. You will have well developed relational skills and the outstanding ability to communicate effectively with all members of the College community and its external partners.

**The ESO – Music Tutor should have the knowledge, skills and ability to work independently, using both technical and theoretical knowledge, as well as good interpersonal skills to meet their key responsibilities and duties.**

## Duty Statement

### Key Responsibilities and Duties

#### Studio Teaching:

- Teach 32 lessons (pro rated for weeks worked) to each enrolled student over the course of the school year (24 for Year 12 students)
- Timetable students in SEQTA as per set times, and ensure accuracy of attendance data
- Manage all equipment and resources pertaining to the instruments you teach
- Report on student progress once per semester
- Work in consultation with the Director of Performing Arts in the creation and delivery of a successful and specific Instrument/Vocal Program
- Establish a positive, safe and enjoyable playing and learning environment that is building upon a team approach and successful culture
- Be active in looking for and attending professional development opportunities from other sources to support in improving the Music Program.
- Attend solo performances when your students are involved.

#### Establish/Team Involvement:

##### ***NB: All Music Tutors are expected to lead or accompany a CBC Music Team***

- Work with the Director of Performing Arts on the development of an appropriately balanced and challenging program for your ensemble
- Manage all equipment, repertoire and resources
- Plan rehearsals to allow structure and goals each week
- Ensure accurate attendance data for rehearsals and performances is maintained
- When necessary, assist with the management of performance events
- Create a welcoming and clear pathway to encourage future musicians
- Support the College of 'school first' representation
- Present an annual review to the Director of Performing Arts on your team
- Accompanists will be expected to work strategically with choral conductors and be involved in choosing repertoire and planning rehearsals and performances.

#### Communication:

- Ensure there is constant communication with students regarding their progress
- Be a contact for students and parents regarding any issues or concerns
- Follow up with attendance and communicate regularly with all students

#### Interaction with Staff and Coaches:

- Foster strong working relationships with school staff
- Have regular interactions with conductors of other teams, as well as tutors of the students in your team
- In consultation with the Director of Performing Arts, share advice with fellow tutors in staff meetings/PD sessions in areas such as rehearsal techniques, instrument specific nuances, repertoire selection, health, safety, and equipment.

## Other

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be limiting, and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time to time. All positions evolve and change over time, and the College commits to regularly reviewing and, if required, updating position descriptions to accurately reflect the contribution of employees.

Attend professional development workshops, whole school events and staff meetings where directed by the Principal (or delegate).

## Person Specifications

### Skills

- Support and active commitment of the ethos of the College, as a Catholic School in the Edmund Rice Tradition
- Demonstrated skill and experience as a successful tutor (including training in pedagogy)
- Proven ability to lead by example with integrity and willingness to model the values of Christian Brothers College
- Be enthusiastic, energetic and able to foster unique musical experiences for student musicians
- Exceptional oral and written communication skills
- Reliable, motivated and capable of functioning effectively both as an individual and a member of a team
- A thorough understanding of occupational health and safety theory and practice in a music related environment
- Ability to work with individual children with particular learning needs
- Proven ability to interact with students in a positive, sensitive and respectful manner
- Ability to develop and implement positive behaviour education practices
- Ability to cope in an emergency or in a stressful situation
- Proven effective time management skills
- Strong computer literacy with PC Applications (including Microsoft Office Suite, e-mail and internet)
- Be committed to questioning processes and practices in pursuit of continuous improvement

### Knowledge and Experience

- Has a solid understanding and experiences in Music
- Knowledge of and commitment to the Catholic ethos
- Knowledge of local community
- Knowledge of and commitment to the principles of equal opportunity
- Knowledge of the responsibilities of the employer and employee under the Occupational Health and Safety Legislation.
- Have experience as a musician and tutor
- Previous experience tutoring in a school environment

## Specific Requirements

### Qualifications and Experience

- Basic Emergency Life Support (BELS) OR Senior First Aid Certificate (if nominated First Aid/Health Care Officer)
- Current and valid Working with Children Check
- Current and valid Responding to Risks of Harm, Abuse and Neglect – Education and Care training
- Edmund Rice Education Australia and CBC is committed to ensuring the safety, wellbeing and dignity of all children and young people. All staff must have and maintain a commitment to child safety
- All applicants will be subject to EREA and legislative screening procedure. These checks are consistent with EREA's commitment to child protection policies and procedures.

## College Values

You will practice CBC values and the EREA Touchstones, when you;

### Faith / Gospel Spirituality

- Promote, lead and nurture the growth of the Catholic culture within the College;
- Embrace and sustain the ethos and traditions of the Edmund Rice charism;
- Articulate the values, vision and mission of the school and EREA;
- Encourage and participate in the liturgical, sacramental and prayer life of the College;

### Excellence / Liberating Education

- Model best practice and encourage innovation and creativity;
- Use consistent, just and ethical policies and procedures;
- Respond to compliance matters in relation to Catholic Education Office, EREA, National and State compliances such as WHS;
- Promote a safe and rigorous learning environment;

### Community / Inclusive Community

- Collaboratively plan, implement and review personal learning opportunities that are reflective of the College Mission, Vision, Values, and the Touchstones and Charter of the EREA;
- Celebrate and lead unique traditions of the College and innovatively contribute to its future vision and growth;
- Promote and affirm inter-campus staff community relationships;
- Value our gathering times, sharing and celebrating our spirituality;

### Compassion / Justice & Solidarity

- Recognise and celebrate acts of service within and beyond the College Community;
- Model leadership that advocates and reflects compassion, empathy and justice, especially for those at on margins;
- Value diversity and individuality;
- Employ collaborative, open and transparent decision making processes with staff, students and parents;

## Work Health & Safety

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must –

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 27 and 28 WHS Act 2012

Signed (Principal or Delegate): \_\_\_\_\_ Date: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_

Signed (Employee): \_\_\_\_\_ Date: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_