



DUTY STATEMENT

Music Tutor

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

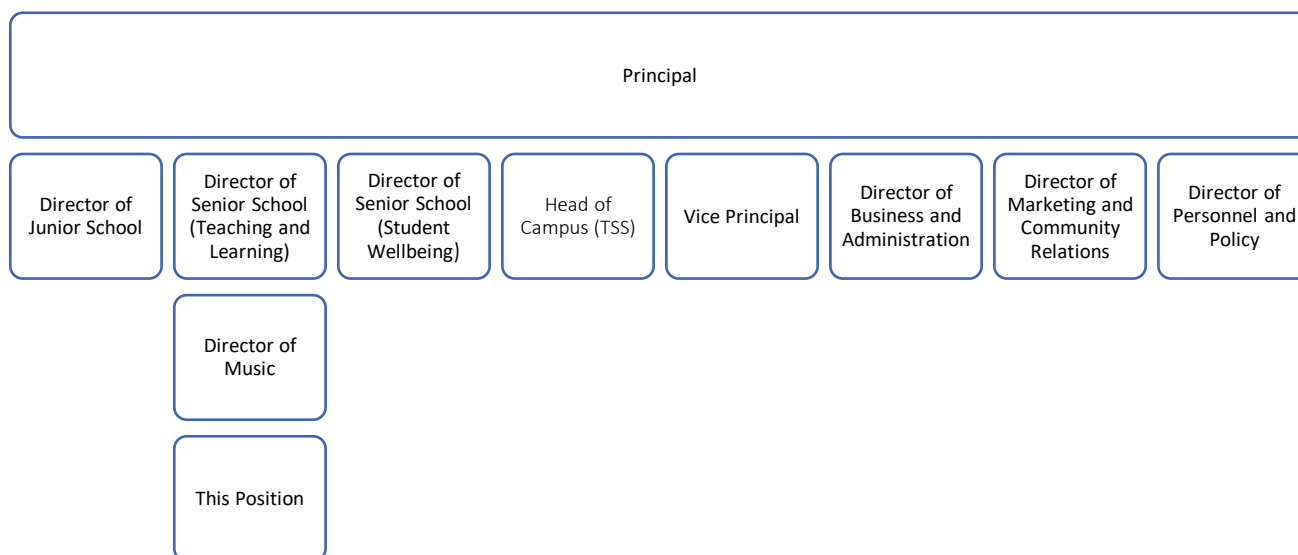
Position Purpose

What would I want, what would I do, if this were my child?

At All Saints' College, all staff recognise that relationships are at the centre of all we do. Recognising the value of each individual, our approach is human-centred, and we seek to provide a personalised education for each young person. Our focus is on the holistic development of every student, recognising there are as many measures of success as there are students at our College.

Reporting to the Director of Music, the Music Tutor will provide quality tuition on their nominated instrument/s in support of the College ethos, empowering students to develop their potential, becoming confident, compassionate, and committed to worthwhile service to the local and global communities. In addition, the Music Tutor may be involved in directing ensembles where required.

Organisation Structure



Key Responsibilities

Music tutors will support the College's mission by undertaking the following duties which reflect the accountabilities and responsibilities that are integral to the successful performance of this position. Duties related to the position include, but are not limited to, the following:

Primary duties

Tutoring:

- a) Provide voice/instrumental tutoring to ASC students as directed by the Director of Music (hours depend on student demand)
- b) Motivate students of differing levels of ability and implement appropriate adjustments and differentiation in tutoring methodology where required.
- c) Monitor students' learning progress and complete voice/instrumental semester reports for students
- d) Work collaboratively with leadership teams, other voice/instrumental tutors, and Music Teachers to ensure the smooth running of school performances and events as required.
- e) Identify maintenance required on instruments and provide basic maintenance where possible or support and guidance to seek further assistance.
- f) Support College ensembles as required.
- g) Liaise with parents of students as appropriate.
- h) Perform other administrative tasks as required including completion of weekly timesheets and providing relevant information to the Music Administration team in relation to student invoicing.
- i) Participate in regular performance reviews conducted by the Director of Music to ensure teaching effectiveness, alignment with program goals, and to support the best possible learning outcomes for the students.
- j) Adhere to all compulsory mandatory reporting obligations to ensure the safety and protection of students, in accordance with legal and institutional requirements.

Student Wellbeing:

- a) Demonstrate care and concern for the spiritual, emotional, social and academic development of students.
- b) Uphold and support the guidelines for student behaviour and dress as set out by the College.
- c) Provide a caring environment supportive of the Christian ethos and liturgical activities of the College.
- d) Relay concerns regarding particular students to the Director of Music, Chaplain, College Counsellor or Principal as appropriate in accordance with College procedures.

Staff Expectations

- a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with ASC's professional standards and being supportive of the Anglican ethos of our College.
- b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the College.
- c) Operate as a 'team player' always and fully support the Principal, Executive Team and activities of the College.
- d) Attend and contribute positively to staff meetings as required and, on occasions, extraordinary meetings.
- e) Assist with the cocurricular program of the College, interacting with students in activities outside the set daily timetable.
- f) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.
- g) Maintain professional confidentiality concerning information about staff and/or students.
- h) Strive to implement productivity, quality, and service improvements on a continual basis.
- i) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- j) Comply with Occupational Safety and Health requirements in the workplace.
- k) Ensure that all documents are prepared and presented in a professional format in keeping with College practice and that high standards of written communication are maintained.
- l) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

September 2026

ERIC: our College values of empathy, respect, integrity and courage