



Title	Instrumental Music Tutor
Organisation Unit	Music Department
Award / Agreement	Ballarat and Queen's Anglican Grammar School (School Assistant) Agreement 2024 (or its successors)
Classification	Casual Instrumental Music Tutor Hourly Rate
Reports to	Director of Music Ultimately, all positions report to the Principal
Work location	201 Forest Street, Wendouree, Victoria 3355, and other locations as required.

1. ABOUT BALLARAT GRAMMAR

Ballarat Grammar is one of regional Australia's leading co-educational schools with a proud history dating back to 1877 and a flourishing community of over 2,000 students from 6 months to Year 12, including around 270 boarders.

With three campuses, an extensive array of first-class facilities and a range of challenging and diverse programs, we provide rich opportunities for our students to learn to thrive.

The 'essence of Grammar' is based on wellbeing. Steeped in the Anglican tradition, we invest in our values in preparing our students to develop into positive and resilient individuals intent on establishing their own pathways in the world.

We want our students to graduate with a deep understanding of the world and of the people in it. As an active member school of Round Square our students are supported to take on challenges that demand courage, generosity, imagination, principle and resolution.

We take tremendous pride in maintaining a dedicated team of staff and we seek to employ people of the highest calibre. Our experienced Board of Directors is committed to ensuring all students are provided with the very best opportunities and potential for growth.

2. CHILD SAFETY AND WELLBEING COMMITMENT

Ballarat Grammar maintains a zero-tolerance approach to all forms of child abuse and actively implements measures to identify and manage any risks of harm to students within our school environment. The care, safety and wellbeing of children and young people are central and fundamental responsibilities of the School.

We are firmly committed to fostering a child-safe culture that provides an environment where students are safe and feel safe, where their participation is valued, their views respected, and their voices heard in decisions that affect their lives. Ballarat Grammar values diversity and strictly prohibits any racist or discriminatory practices.

All members of our school community share the responsibility to care for children and young people by promptly raising any concerns regarding their safety, promoting their wellbeing, and protecting them from all forms of harm or abuse.

As a Child Safe Organisation, employment with Ballarat Grammar is subject to current and satisfactory:

- National (and international, where relevant) police check, and
- Working with Children Check, and/or
- Victorian Institute of Teaching registration

3. BALLARAT GRAMMAR VALUES

With its Christian ethos and heritage of liberal education, the School promotes the following values in all of its endeavours;

Integrity

We act morally and ethically, seeking the truth and treating others with consideration and respect.

Aspiration

We pursue excellence, in learning and in life.

Courage

We seek justice and the common good, leading with humility and persevering in adversity.

Compassion

We show kindness and embrace diversity, committing to global awareness and understanding.

Responsibility

We take responsibility for our actions, serving our communities and acting as stewards of the environment.

Hope

We share times of joy and live with hope in life's challenges, ever grateful for the richness of human experience.

For those to whom much is given will much be required – Luke 12:48

4. OUR LEARNING AND BEHAVIOURAL VALUES

- We look to a positive future from a proud tradition. Our relationships are based on warmth, respect and trust.
- We're passionate about learning in all areas of our lives. We strive for academic excellence, knowing that it takes hard work over a long period of time.
- Beyond the classroom, we love exploring new learning opportunities while continuing to extend ourselves in areas that are already familiar. We're developing the confidence to take risks with our learning and the skills to bounce back when things don't go as well as we'd like.
- We welcome people from many backgrounds and look out for each other because that's what makes our community strong.
- In working together for a better world, we believe that helping others through service enriches our lives. And we're always looking for opportunities to actively engage with the natural environment.
- In all that we do, we draw on the Anglican values of openness and inclusivity to help us look for ways to find meaning and fulfilment so that we can be our best selves in every part of our lives.



5. POSITION PURPOSE

Instrumental Music Tutors will be responsible for the delivery of high-quality lessons in their specialised field/ instrument, to individual students and small groups. The tutor should have the capacity to teach examination material if required and be involved in the ensemble program should the opportunity arise. It is expected that the tutor would be able to teach conventional music notation.

6. ORGANISATIONAL RELATIONSHIPS

Reports to:	Director of Music Ultimately, all positions report to the Principal
Direct Reports:	Nil
Internal Relationships:	Music Department staff All Ballarat Grammar staff
External Relationships:	Students Student families

7. KEY RESPONSIBILITIES

Instrumental Tutoring

- Provide instrumental lessons to students in the Junior, Middle and Senior Schools on a weekly basis.
- Create a learning environment that stimulates interest and purposeful learning.
- Actively engage students in the learning process.
- Utilise a variety of techniques to suit student developmental levels and styles.
- Develop challenging learning activities.
- Provide a variety of music styles and genres in the student learning process.
- Preparation of student reports and progress documents and maintain regular communication with student families.
- Instrumental music tutors are expected to take part in the wider activities of the music department as appropriate, such as concert performances. These often occur outside school time.

Other

- Reflect and uphold the values of the School at all times and take an active role in the general life of the School.
- Actively engage with pastoral and other co-curricular activities, such as music camps.
- Actively engage in Professional Learning Days, when required, to develop professionally with colleagues, receive consistent and up-to-date training regarding education.
- Other duties as requested by the Principal.

8. PERSON SPECIFICATIONS

Qualifications and Certificates

- Qualification in tertiary-level music and/or teaching qualification, preferred but not essential.
- First Aid Certificate, including CPR, Anaphylaxis and Asthma Management.



Knowledge and Experience

- Demonstrated educational tutoring experience in specialised field/instrument.
- Significant experience as a professional performing musician and/or outstanding musicianship skills.

Skills and Attributes

- Ability to demonstrate and authentically promote Ballarat Grammar's values.
- Ability to maintain confidentiality, to the highest level.
- Ability to actively adhere to and promote the School's Student Safety and Wellbeing Standards.
- Excellent interpersonal and communication skills, including the ability to display compassion.
- Ability to collaborate, engage and inspire others in a positive manner.
- A proven ability to work effectively and constructively within a team.
- Well-developed report writing and documentation skills.
- A commitment to professional development.
- Be highly motivated with excellent organisation and administrative skills.

Accountability

- Undertake work and duties under limited direction and with integrity.
- Work to timeframes and within relevant delegations of authority.
- Actively engage in reflective practice and a culture of continuous learning and development.
- Participate in supervision with your responsible manager and actively lead your own professional development in line with the organisational objectives and those set with your manager.
- The Director of Music and/or Principal are available for guidance and advice.

This position is subject to review and may change in accordance with Ballarat Grammar's operational, service and consumer requirements.

9. APPOINTED EMPLOYEE:

Please sign and date to acknowledge that you have read, understood and accept the contents of this Position Description:

Full Name: _____

Signature: _____

Date: _____

