



POSITION DESCRIPTION

Voice Tutor

Accountability

The Co-curricular Voice Tutor is accountable to the Head of Senior School and ultimately to the Principal.

He/she will work closely with the Performing Arts Administrator for matters relating to student timetables, hours of work and tutoring administration.

Employment Terms:

Emmanuel College currently pays an experienced and qualified tutor \$61.06 (gross) per hour plus 11.5% superannuation. Administrative support such as resources, photocopying etc is provided by the College.

Employment is offered on a casual basis with hours to be determined by student demand, reviewed at least every Semester. A maximum of 32 working weeks per year will apply unless otherwise mutually agreed to meet the College's needs from time to time. Daily hours of work will vary with a minimum of 2 hours per day and a maximum of 8 hours per day. Appropriate rest pauses will be built into timetables based upon hours worked. Each occasion worked will be a separate contract of employment which ceases at the end of that engagement.

As a casual employee, there is no guarantee of ongoing or regular work.

The College also retains the right to change students' tutors at the request of the student/parent or for operational reasons.

Qualifications

Whilst the College would prefer the Instrumental Tutor to be a registered Teacher in Queensland, it may be acceptable for them to have appropriate qualifications or extensive industry experience which will enable them to teach singing professionally and thoroughly. The Voice Tutor must have a thorough knowledge of healthy vocal pedagogy for the developing voice. A qualification in Vocal Pedagogy would be considered advantageous. All Emmanuel College staff must hold a Suitability/Blue Card.

Personal Attributes

Every College employee must have a personal faith and commitment to Jesus Christ and are to be in regular fellowship and good standing with a local Christian church. Traditional Christian qualities must be lived out and exhibited daily. The appointee must:

- Be a regular attendee of a local Christian church.
- Ensure that s/he maintains a personal commitment to faith and belief in the Bible, consistent with our College Statement of Faith.
- Demonstrate an acceptance of other people, be approachable and supportive of colleagues, building effective, professional staff relationships.
- Have the ability to accept authority and carry out directives.
- Be willing and committed to know the organisation and support the mission and vision.

Skills / Competencies

- Have a high level of music ability including theory, practical experience and knowledge of vocal pedagogy.
- Experience as a Choral Director or ensemble leader would be considered an advantage.
- Use a variety of teaching strategies and resources and be able to teach students across both Junior and Senior Schools.
- Ability to plan (and regularly evaluate) an interesting, sequential, developmental and enjoyable program tailored to individual student requirements.
- Be physically able to collect and escort students from their classroom to tutoring studios.
- Build and maintain good relationships with students and staff.
- Have the ability to effectively evaluate programming, student progress and personal performance.
- Consistently be available to meet timetabled hours of work.
- Have an understanding of the philosophy of Christian Education and ability to translate it into practice in the classroom, playground, office and staffroom.
- Exhibit diligence and commitment to all aspects of employment including areas such as professional presentation and behaviour, observing confidentiality expectations, approach to and completion of tasks within required timeframes.
- Become familiar with and meet expectation of all College policies including Child Protection Code of Conduct and Workplace Health & Safety published on the College Intranet.

Duties & Responsibilities

In the context of the Emmanuel College P – 12 Mission Statement and overall educational program, the Voice Tutor will be expected to:

- Implement the school's Christian philosophy in the classroom and other aspects of school life in a natural spontaneous way that will foster faith.
- Know, plan, program and teach at the appropriate standards for each student.
- Make use of sheet music for students of all ages to support development of age-appropriate understanding of the music language.
- Maintain a high standard of behaviour and work in lessons.
- Maintain accurate records of student attendance at lessons.
- Report formally in writing annually regarding the progression of students.
- Regularly update the Choral Program Coordinator on the progress of students.
- Liaise with Choral Program Coordinator regarding student voice preparations for school productions.
- Conduct all scheduled lessons within allocated timetable, ensuring start and finish time of lessons is appropriate and reasonable.
- Collect and escort students from classrooms to tutoring studios (as needed).
- Conduct a tutor concert annually for student performance.
- Involve parents in the program, where appropriate.
- Be aware and supportive of College Workplace Health and Safety (WHS) requirements.
- Actively engage in ongoing professional development as required by the College both in work and personal time.
- Attend staff meetings and devotions as per College policy and as requested by the Performing Arts Administrator or Choral Program Coordinator.
- Uphold and meet conditions of all policies and procedures as published on Schoolbox.
- Perform other duties within skill set, as required.