

## POSITION DESCRIPTION PRIVATE INSTRUMENTAL MUSIC TUTOR | SINGING

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The Private Music Instrumental Tutor is contracted for one day per week during term time to provide private instrumental sessions per term for each individual student or group of students who register for tuition in your specialist area.

The College will manage the student registration and family payment process and assist in determining the lesson times and number of students per session.

The Tutor will:

- a. ensure that the Services contracted by the individual student's family are performed with due skill and care and to the best of your knowledge and experience;
- b. provide to the registered student their timetable in a timely manner;
- c. ensure that the student sessions timetabled are delivered in an organized manner, safeguarding that the student's College timetable is taken into account at all times when planning sessions;
- d. keep attendance records;
- e. prepare student reports for parents at the end of each semester;
- f. ensure that the Services are performed in a diligent, efficient and commercially reasonable manner in accordance with generally accepted practices appropriate to the performance of the Services;
- g. hold and maintain a valid Employee Working with Children (**WWC**) Check card under the *Working with Children Act 2005 (Vic)* or current Victorian Institute of Teaching (VIT) registration, during the period in which you perform the Services under this agreement;
- h. annually complete the Mandatory Reporting Module (Child Safety); and
- i. undertake other duties as directed by the Principal.