



POSITION DESCRIPTION

Position Title	Instrumental Tutor I Ensemble and Choir Director
Employment Type	Casual Term-time
Classification	Instructional Grade 4 in accordance with the Educational Services (Schools) General Staff Award
Reports to	Director of Arts

OUR ORGANISATION

Based at Indooroopilly, Brigidine College is a Year 5-12 Catholic girls' school. As a Kildare Ministries' school in the Brigidine tradition, we are committed to providing a holistic education that creates authentic, compassionate and dependable women keen to make a difference in the world since 1929.

Brigidine College fosters a positive and supportive environment within the context of Christian values. While maintaining a commitment to excellence, we pride ourselves on promoting a safe and inclusive school community, cultivating a culture of continual improvement, and supporting staff to model wellbeing, and formation. Becoming a member of the Brigidine team means working with others who are passionate about learning and enjoy working in a strong, values driven culture.

Our Vision

We are a sustainable presence in the community providing an innovative education for young women in the Brigidine tradition.

Our Mission

An inclusive community of faith and learning that challenges and inspires young women to be active voices of Strength and Gentleness.

Our Values

Kildare Ministries

Justice: Making the needs of the vulnerable paramount

Wonder: Celebrating all that is good with joy and gratitude

Courage: Speaking and acting with integrity

Compassion: Walking with and having empathy for all

Hope: Bringing a sense of purpose

Hospitality: Welcoming All

Brigidine College Indooroopilly

Be faithful to our Catholic heritage

Welcome all people, especially the most vulnerable

Celebrate all that is good with joy and gratitude

Engender a love of learning, hope and a sense of purpose

Model and practise justice and service

POSITION DESCRIPTION



Our Touchstones

Living the Brigidine tradition and Catholic Mission in a contemporary way. This vision is to be achieved through active engagement in the four Touchstones for Learning:

Faith and Mission	<i>Theology in the Contemporary World</i>
Teaching and Learning	<i>Educating the Whole Person</i>
College Community	<i>Formation and Wellbeing</i>
Sustainable Presence	<i>Sustainable Community Infrastructure and Resourcing</i>

POSITION OVERVIEW

The Instrumental Tutor and Ensemble / Choir Directors play a vital role in the holistic development of students. Tutors provide students in the College the opportunity to learn in the Arts through individual and small group lessons and participate in cocurricular activities. Tutors ensure that learning is maximised for all students throughout every lesson and rehearsal.

KEY ROLE ACCOUNTABILITIES

Teaching

- Provide a stimulating, challenging yet balanced programme of study for each students.
- Keep accurate details regarding the programme of study for each student.
- Keep lesson plans, goals and objectives identified for each student to ensure that exam and performance standards are achievable.
- Encourage and support all students to achieve their best at all times.
- Encourage student involvement in related cocurricular activities that will enhance student experiences.
- Prepare students for external examinations and/or eisteddfods when requested.

Administration

- Provide a copy of weekly timetable to the Director of Arts, and publish these appropriately.
- Maintain accurate attendance records (including keeping records of number of lessons taught in each term).
- Follow the College procedures for allocating and administering lesson times.
- Maintain all digital and paper records in a neat and orderly manner.
- Notify parents of students' absences by the appropriate method.
- Promptly and accurately complete Semester Reports for all students at the end of each semester.
- Explicitly support Brigidine College's Cultural Cocurricular program.
- Maintain a neat and tidy work environment in both shared and private areas.
- Be responsible for the monitoring of all school resources, including instruments, rooms, music, etc.

OTHER KEY ACCOUNTABILITIES

Student Protection

- Student protection is everyone's responsibility. At Brigidine College all persons undertaking work for or on behalf of the College, have a shared responsibility for contributing to the safety and protection of children. All persons are required to be familiar with the content of our Student Protection documents, including but not limited to Policies, Procedures, Codes of Conduct and Guidelines and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse. All individuals are required to fully participate in and understand the content of any training provided.

Risk Management

- Risk Management is the responsibility of all persons undertaking work for or on behalf of the College. Workers must comply with the risk management roles and responsibilities associated with their position and adhere to Brigidine College's Risk Management Procedures.

Workplace, Health and Safety

- Actively participate in the promotion of a safe and healthy workplace by performing all tasks in accordance with safety instructions, adhering to responsibilities as outlined in the Workplace Health & Safety Policies, and proactively identifying and reporting all hazards, incidents and injuries to managers.

Shared Behaviours

- Be committed to the goals, ethos and Mission of the College as a Catholic School in the Brigidine tradition.
- Display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations.
- Have an awareness of and support for the policies, procedures and practices of Brigidine College Indooroopilly.
- Maintain a high degree of confidentiality in all work-related matters and compliance with organisational policies and procedures.

Other Duties

- Perform any other duties associated with Brigidine College objectives as reasonably directed by the Principal.

KEY SELECTION CRITERIA

Essential:

- A valid Queensland Working with Children Check Positive Paid Employee Notice.
- Hold a relevant instrumental qualification.
- Bachelor of Music or Education or equivalent.
- Demonstrated interpersonal skills with the ability to work closely with the Director of Arts and students to deliver programs.
- Effective communication skills – both verbal and written. Ability to communicate effectively with teenage girls and their parents, as well as College Arts team.
- Work independently and demonstrate initiative in applying work practices and procedures.

POSITION DESCRIPTION



Desirable:

- Experience working within a school.

CONDITIONS OF EMPLOYMENT

- Days and times as agreed with the Director of Arts.
- You must be available to attend weekend or evening events.