



St Rita's College

COCURRICULAR
MUSIC TUTOR



About St Rita's College

With a reputation for academic excellence, St Rita's College, Clayfield, a Catholic day school for girls in Years 5–12, provides a versatile and extensive curriculum that allows our students to engage with the world both critically and creatively.

St Rita's College is a school where minds are opened, dreams are imagined and the Presentation traditions of compassion, hospitality and simplicity establish foundations for the future. It is a place where character is formed, conscience is followed and girls with attentive hearts become women of action.

Our Mission Statement

St Rita's College follows the mission of Jesus as lived by the founder of the Presentation Sisters, Venerable Nano Nagle. Our community seeks to inspire engaging, inquisitive and passionate learning, leading to action for a just world.

Our Vision Statement

As a dynamic Catholic faith community, our vision is to:

- Embody and promote leadership as service, growing from critical reflection and leading to action for justice.
- Challenge and support each member of our community in an environment of collaboration and respect.
- Nurture and educate, in partnership with families, young, articulate women of integrity who are increasingly independent, discerning, creative and resilient.

Our Pillar Statement

Our six pillars, which are drawn from our Presentation charism and the life of St Rita, underpin all we do:

- Compassion
- Hospitality
- Simplicity
- Courage
- Justice
- Hope

About the Position

The position of Cocurricular Music Tutor is to support the mission of the College through the cocurricular music teaching and learning program, incorporating instrumental and choral music.

Key Duties and Responsibilities

The Cocurricular Music Tutor is required to be fully supportive of the objectives and ethos of Catholic education and demonstrate competency in:

Lessons:

- Providing individual and small group lessons
- Developing a comprehensive curriculum for these lessons which show progression in skills including note reading, rhythm recognition, aural skills and general musical knowledge
- Preparing students for solo performances, examinations and competitions as required
- Completing Semester reports for each student in the programme.

Administration:

- Attending to all administrative matters including the keeping of attendance records, concert organisation, etc.
- Advising the Head of Cocurricular Music of any required repertoire or other teaching and performance aids
- Supporting the Music Department in all musical endeavours as required.
- Perform other duties as requested from time to time by the Principal or her delegate

Skills and Attributes

The employee in this position is required to demonstrate competency involving the following skills and abilities:

- Be fully supportive of the objectives and ethos of Catholic education;
- Demonstrates respect and professionalism in all interactions with students, colleagues, parents/carers and the community including a capacity to resolve conflicts and negotiate with others
- Demonstrated initiative and enterprise in developing and improving efficient and effective work practices;
- Demonstrated ability to plan, coordinate and complete tasks without direct supervision;
- Proven effective problem solving and decision-making skills;
- High level organisational skills, including the ability to prioritise and manage work with attention to detail;
- High level written, verbal communication and interpersonal skills to communicate effectively with a wide range of people including staff, parents, education professionals and contractors;
- Ability to work effectively autonomously and within a team;
- Ability to demonstrate working under pressure, meet strict deadlines and manage competing demands;
- An understanding of the importance of good customer service and relations.

Required Qualifications and Experience

Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

Reporting Relationships

The position holder reports to the relevant Cocurricular Music Coordinator. There are no positions reporting to the position holder.

Working Conditions

This position involves working with children, and applicants must hold a valid Queensland Working with Children Check (Blue Card) and must comply with College policies and relevant legislation relating to Student protection. St Rita's College supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff to share this commitment.

All staff are expected to read and abide by the Employee Code of Conduct and policies set out in the Staff Handbook.

Terms and conditions of employment are in accordance with the *Catholic Employing Authorities Single Enterprise Collection Agreement – Religious Institute Schools of Queensland 2023-2026*.

Agreement

I acknowledge that I have read and understood the above duties, expectations, and requirements specific to the position. I confirm that my skills and/or qualifications meet the requirements for this position.

Name: _____

Signature: _____

Date: _____