

Music Peripatetic



Position title: Music Peripatetic

Reporting to: Head of Music

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who have initiative, empathy, a good sense of humour and a professional behaviour to achieve the School's objectives.

Duties and Responsibilities

- Provide individual instrumental/vocal lessons, from beginners to advanced
- Attend Ascham's Instrumental Music Meeting at the beginning of Term 1, and other meetings as scheduled
- Prepare and submit reports for students as required by the Head of Music
- Submit student billing sheets at the end of each term by the close of business on the last teaching day
- Submit pay claims fortnightly on time for approval and payment
- Ensure attendance rolls are completed and kept up-to-date on both synergetic and paper rolls
- Advise relevant coordinator of any ongoing issues regarding attendance
- Use professional judgment to solve problems or escalate issues when there are no clear methods or procedures in place for doing so
- Deliver specific objectives as agreed with the Head of Music to achieve the values, goals and strategies of the School
- Ensure compliance with the School's Code of Conduct and all other internal policies and procedures
- Work in accordance with the Ascham Staff Code of Conduct
- Other duties as directed by the Head of Music

Essential Criteria

- Experience tutoring to individuals and groups at various levels from Prep to Year 12, where appropriate (Year 3-12 Wind, Brass & Percussion; Years 6-12 Voice)
- Excellent tutoring credentials
- Familiarity with the AMEB Syllabus and examination requirements
- Experience in Music Elective performance requirements (preferred)
- A demonstrated ability to tutor small groups and direct chamber groups to a high standard
- A demonstrated level of performance ability
- Well-developed interpersonal and communication skills
- Competent computer and administrative skills
- The ability to attend after hours concert and school functions, if required
- A current First Aid and CPR certificate
- A valid Working with Children clearance
- A firm commitment to safeguarding and promoting the welfare of children
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children

Name: _____

Signed: _____

Date: _____