



Tutor Job Description

Position:	Tutor
Tenure:	Fixed-term Contract for the Saturday Music 2019 teaching year
Responsible to:	Saturday Music Supervisory Committee Director, Saturday Music Curriculum Supervisor, Saturday Music
Remuneration:	Ministry of Education 'Out of Hours' pay scale: \$30 - \$40 per hour

Purpose of the position

The Tutor position involves teaching groups of young students instrumental and other related music skills (eg. theory, aural).

Key roles

1a. Teaching and Learning: student

- Plan an appropriate programme of learning for allocated instrument classes
- Deliver the programme effectively to students in the allocated classes
- Set up and pack up the classroom
- Contribute to the development and review of the instrumental programme
- Contribute to the End of Year concert and other performance opportunities

1b. Teaching and Learning: personal

- Complete a Professional Development Consultation
- Commitment to participating in appropriate professional development opportunities
- Attend and contribute to Tutor meetings

2. Student relationships

- Establish and maintain positive and effective relationships with students
- Motivate students to achieve
- Set and uphold high standards of student behaviour

3. Assessment

- Know student needs and capabilities and plan for and respond to these
- Assess the progress of each student regularly through formal and informal processes
- Communicate progress/ problems to parents/ caregivers, as required

4. Resources

- Follow Saturday Music procedures for repairing instruments, photocopying etc
- Assist in maintaining instruments/ equipment in good repair
- Recommend resources for purchase to the Curriculum Supervisor

5. Administration

- Complete a weekly attendance register

6. Other

- Other duties as may be required from time to time.