



Tutor Job Description

Position: Tutor
Tenure: Fixed-term Contract for the Saturday Music 2016 teaching year
Responsible to: Saturday Music Supervisory Committee
Director, Saturday Music
Curriculum Supervisor, Saturday Music

Remuneration: Ministry of Education 'Out of Hours' pay scale

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.