



## CO-CURRICULAR VIOLA TUTOR

### Position Description

#### Role Description

The Co-curricular Viola Tutor is responsible for instrumental, composition and/or musicianship tuition to Queenwood students. He/she is expected to create an engaging, productive and disciplined learning environment in which every student is equipped and encouraged to actively participate in music making.

This is a permanent, part-time appointment, commencing Term 1, 2018.

#### Reporting Relationships

As a member of the strings program, the Co-curricular Viola Tutor will report directly to the Strings Program Coordinator, who is responsible for leading a team of string tutors in the development, delivery and promotion of the K-12 co-curricular strings program.

As part of a collaborative K-12 music department, he/she will report ultimately to the Principal and directly to the Head of Music (Senior School) and the Director of Junior School Music (Junior School).

#### Role Responsibilities

- Assist the Strings Program Coordinator in the development, delivery and promotion of the K-12 co-curricular music program.
- Deliver instrumental tuition to individual students, small groups or ensembles.
- Instruct and develop correct technique, posture, musical knowledge and skills in students.
- Participate in performance opportunities throughout the year to showcase student musical development; such as Studio Concerts, 131/331/631 Concerts, recitals, etc.
- Observe and evaluate students' performance and development
- Maintain accurate and complete records of students' progress and development
- Provide feedback on students and activities, including a written report at the end of each semester
- Communicate necessary information to colleagues and parents regarding student progress and needs
- Liaise with colleagues and parents in a professional and courteous manner
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Be willing to support co-curricular events, such as Speech Day, Carol Service, Musical, etc.



Closing date for applications is Friday 10<sup>th</sup> November at 5pm.

PLEASE NOTE THAT QUEENWOOD ONLY ACCEPTS ELECTRONIC APPLICATIONS

Applications should include:

- Your WWCC number as per new regulations as at 15th June 2013
- Application for Employment - see Queenwood website Employment page: <http://www.queenwood.nsw.edu.au/about-queenwood/employment/>
- Resume & cover letter addressing the criteria / position requirements
- Your email address
- Names and phone numbers of three confidential referees
- Applications that are not accompanied by the Queenwood Application for Employment form will not be considered.
- Applications to be emailed to: [Assistant.to.DoC@queenwood.nsw.edu.au](mailto:Assistant.to.DoC@queenwood.nsw.edu.au)