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|  | Itinerant Music Tutor | Job Category: | Support Staff |
| Department/Group: | Administration | Location | Whangaparaoa College |
| Responsible to: | Head of Music | Grade | As per Support Staff in School’s Collective Agreement |
| Current Jobholder |  | Performance Reviewer: | Head of Music |
| Type of position:  | Part-time |  |  |
| Working HoursAnnual Leave Entitlement | As required / negotiated |
| Role and Responsibilities |
| *Individual Music Lessons* |
| Roles  | **Responsibilities** |
| **General** | * Embrace the Vision, Values and Goals of Whangaparaoa College.
* Greet visitors, in person and on the phone in a timely manner, maintaining a professional manner at all times.
* Attend to visitors in a calm, efficient, friendly and timely manner. Students, staff, parents and members of the community are treated with courtesy and respect.
* A high quality customer service and professional manner is maintained.
* Assistance is given in a timely manner.
* Timelines are followed.
* Deadlines are met.
* Works collegially with others.
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| **Music Tutoring** | * Create a positive and encouraging environment for learners on their musical journey.
* Be punctual and turn up to your lessons on time.
* Mark the roll on Google Classroom at the start of each lesson. Follow up and inform head of Music if learners are not showing up to lessons.
* In the case of absence due to illness, notify Head of Arts (Shannon on 022 467 7943) before 7am of the day of work. Post on your Google Classroom to let the learners know of your absence as well.
* For other leave liaise with Head of Music or Head of Arts and they will show you how to apply for leave following the school processes.
* If one of your learners is not at school and doesn't show up to the lesson, please see Head of Music or Music Teacher to see what Music Dept. support they may need.
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| NOTE: This job description is not intended to be all-inclusive. Staff may perform other related duties as negotiated to meet the ongoing needs of the organization, and other tasks associated with this role as reasonably required. |
| **Knowledge, skills, abilities and qualifications requirements for this position** |
| Good organisational skills. Good communication skills. Time-management skills and attention to detail. Full knowledge of lighting and sound for a school theatre, and be technically minded. Be proficient with Audio Engineering and Event Management. |
| Confidentiality  | *Retain strict confidentiality on matters which are discussed or documented which relate to school staff or students* |
| Collegiality  | *Maintains positive and effective working relationship with other support staff, teachers, student community, and provide help when needed.* |
| Contribute to wider school | *Contribute positively to the life of the school supporting where and when relevant to the school activities.* |
| **All Support Staff Must:** |
| * Observe safe work procedures, rules and instructions and demonstrating best practice in accordance with these. Applying any relevant knowledge learnt from training to work practice.
* Ensure that all incidents, injuries and hazards are reported to the appropriate person in an accurate and timely manner. Early reporting of any pain or discomfort.
* Take an active role in treatment and rehabilitation, to ensure an “early and durable return to work”.
* Provide feedback and suggestions to promote continuous improvement of health and safety systems and procedures relating to your work/environment.
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| Last Updated By: | Business Manager | Date/Time: | 1 March 2024 |

Signed: Itinerant Music Tutor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: Principal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_