ARDEN

MUSIC TUTOR
Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Professional Conduct

- □ Foster supportive positive professional relationships
- □ Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- □ Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- □ Undertake and comply with mandatory training and regulatory requirements as determined by the School
- □ Attend School meetings, as requested, including outside of usual work hours
- □ Participate in professional learning, as requested, including outside of usual work hours
- □ Any other duties and activities as required by the School Principal (or delegate)

Work Health & Safety (WHS)

- □ Participate in the development of a safe and healthy workplace
- □ Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- □ Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- □ Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- □ Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- □ Model a commitment to providing, so far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- □ Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- □ Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Privacy

- □ Commit to understanding the appropriate use, sharing, retention and destruction of personal information in the workplace
- □ Demonstrate an understanding of the need to report suspected (observed or perceived) data breach/es and misuse of personal information

Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position.
Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description in conjunction with any role specific task lists (if applicable) will be relied on as a framework for professional review.

Role	Music Tuition Program Tutor
Campus	Whole School (Junior and/or Secondary Campuses)
Department	Cocurricular Performing Arts
Line Manager	Head of Performing Arts (Cocurricular)
Industrial Instrument	Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025
FTE	As rostered
Classification	Instructional Services | Level 4
Role Profile	A Music Tuition Program Tutor will provide 1:1 private tuition on either campus during the school day in the instrument of their training. There is also potential for extended private tuition or ensemble tutoring opportunities on either campus.
Qualifications	□ High proficiency in performance on an instrument/s □ Tertiary qualifications in Music or Music Education (highly desirable)
Compliances	□ Valid NSW Working with Children Check Certificate □ First Aid [HLTAID012] [HLTAID011] □ CPR [HLTAID009] □ Child Safety and Child Protection □ WHS/Emergency Procedures eLearning (or equivalent)
Skills, Knowledge & Experience	□ Expert knowledge in specific instrument pedagogy □ Experienced tutor □ Experience at beginner and HSC level pedagogy □ Possess a strong commitment to delivering high-quality music education. □ Ability to work collaboratively and as part of a broader CMP team □ Ability to effectively manage students and parents.
Role Function	A Music Tuition Program Tutor, throughout their daily work practice, is expected to: □ Work closely with Head of Head of Performing Arts (Cocurricular) and campus specific Music staff. □ Support the School's music program by contributing to performances, eisteddfods, events and music camps as needed. □ Provide onsite private tuition (parent paid)