

Role Description

Loreto College, Coorparoo

Instrumental Tutor (Clarinet)

This position may be combined with the Saxophone Tutor position also advertised if a candidate with suitable skills and experience is selected.

The Clarinet Tutor position is an appointment from Tuesday 20 April 2021. From this date, Loreto College will grant the successful applicant a non-exclusive license to tutor Clarinet on school premises. The term for this position will initially be for the remainder of the school year (concluding Friday November 26).

In return for granting this license, the college will ask the successful applicant to undertake the following:

- Teach private or shared lessons on Clarinet as required (current enrolment for 2021 is 17 students in either private or shared [2 students] lessons amounting to approximately 8 hours teaching per week)
- Maintain an accurate record of student lesson attendance
- Organise to directly bill students for lessons at advertised school rates (pro forma provided by college, rates in line with recommendation of the Music Teacher's Association)
- Complete student feedback and reports during each semester
- Complete general administration required to facilitate the process of tutoring instrumental music

Loreto College will provide support by:

- Organising students to learn Clarinet
- Providing pro formas for Accounts, Reports, etc
- Helping chase absentees as required
- Providing other assistance as possible

Clarinet Ensemble Conductor

The role of Clarinet Ensemble Conductor will require the successful applicant to lead weekly rehearsals for one Clarinet Ensemble (approximately 8-12 students in each). Remuneration is set at \$75/hour and this amount will be paid fortnightly. Rehearsals for these groups currently occur before school on set mornings each week, with changes negotiated with the Program Leader – Music

General

As the successful applicant will be a person carrying on a regulated business you are also required to produce a Suitability Card from the Commission for Children and Young People. The college is required to keep a copy of this card on file. You will also need to provide the college with an ABN.

Music tutors at Loreto College are also expected to support the ethos of a Catholic school and a copy of the Loreto Mission Statement will be provided for the perusal of the successful applicant.