



Rockhampton Girls Grammar School

Est 1892

ROLE DESCRIPTION

MUSIC TUTOR

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland. Opening in 1892, Girls Grammar has served and supported the education of girls and young women for over 130 years.

Rockhampton Girls Grammar School is a learning community founded on a commitment to 'Learning for Life'. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

OUR CONTRIBUTION TO SOCIETY

At Rockhampton Girls Grammar School, we have an unwavering dedication to educate and nurture influential young women who contribute passionately and confidently to our diverse and ever-changing society.

OUR PURPOSE

Our purpose is to empower and inspire confidence in young women to create and embrace every opportunity.

OUR MISSION

Our mission is to foster a connected community that develops clever and confident young women.

OUR VALUES

Staff and students are expected to display the following behaviours that are at the core of our School:

- **Connection** - We foster meaningful relationships that create a strong, supportive community among students, staff, families, and alumni.
- **Integrity** – We uphold the highest standards of honesty, respect, and accountability, ensuring our actions align with our words.
- **Confidence** – We empower our students to believe in their abilities, embrace challenges, and lead with courage in all aspects of life.
- **Curiosity** - We inspire a lifelong love of learning, encouraging our students to ask questions, explore ideas, and seek solutions.
- **Traditions** – We honour the rich heritage of our school, embracing the values and practices that shape our unique identity.

OUR MOTTO

Non Scholae Sed Vitae - Not only for school but for life we are learning.

THE ROLE

Position Title: Music Tutor
Reports To: Director of Cocurricular
Date Prepared: 20 October 2025



POSITION OBJECTIVE

As a Music Tutor at Rockhampton Girls Grammar School, you will be required to provide one-on-one lessons to students from Years P – 12, inspiring and developing the musical abilities of students through personalised instruction, whilst fostering a supportive and engaging learning environment.

The Music Tutor will utilise their expertise in techniques, performance skills, and music theory to help students achieve their individual goals, whether for personal enrichment, professional development, or competitive performance. The tutor will also stay current with industry trends and continuously refine their teaching methods to ensure the highest quality of vocal education.

ROLE ACCOUNTABILITY

LINE MANAGEMENT STRUCTURE					
Board of Trustees					
Principal					
Principal	Business Manager	Deputy Principal - Students	Deputy Principal - Studies	Head of Boarding	Facilities & Services Manager
- Business Manager - Deputy Principal – Studies - Deputy Principal – Students - Head of Boarding - Facilities and Services Manager - Executive Assistant - Marketing and Events Manager - Events Assistant - Enrolments Officer - Reception - Alumni Officer - Heritage Officer	- Accountant - Accounts Payable - Accounts Receivable - Uniform Shop Manager - Human Resources and Payroll Coordinator - Daily Organiser/ Payroll Officer - Director of IT - IT Manager - Executive Finance Support Officer	- Director of Primary - Primary Teachers - Literacy Intervention Teacher - Relief Teachers - Director of Cocurricular - Cocurricular Assistant - Cocurricular Staff - Music Tutor - School Nurse - School Counsellor - Student Services	- Director of Secondary - Academic Support Officer - Subject Coordinator – English and Humanities and Social Science - Subject Coordinator – Mathematics and Science - Subject Coordinator – Languages, Technologies and Physical Education - Subject Coordinator – The Arts - Secondary Teachers - Learning Enhancement Coordinator - Teacher Aides - Laboratory Technician - Librarian - Executive Support Officer	- Boarding Administration Assistant - Boarding Supervisors - Indigenous Liaison Officer - Indigenous Education Officers - Cape York Leadership Program Tutors	- Workplace Health and Safety and Compliance Officer - Cleaning Manager - Cleaners - Laundry Attendant - Kitchen Manager - Cook - Kitchenhand - Waitress - Grounds and Maintenance Manager - Grounds and Maintenance Assistants - Transport Manager - Bus Drivers

KEY RESPONSIBILITIES

- Provide one-on-one lessons for students at various skill levels (beginner to advanced) on specific instruments or through their vocal skills (e.g., piano, guitar, violin, drums, etc.).
- Teach proper posture, hand positioning, finger placement, and other essential techniques for playing instruments.
- Instruct students on music theory, such as reading musical notation, rhythm, scales, harmony, and ear training.
- Develop tailored lesson plans based on students' learning goals, progress, and ability level.
- Play instruments or sing to demonstrate techniques, musical pieces, or concepts during lessons.
- Regularly assess student progress through performance, written exercises, and observation.
- Offer constructive feedback and guidance to improve performance and musical understanding.
- Help students set achievable short-term and long-term musical goals.
- Foster a love for music and motivate students to practice and improve their skills.
- Help students build confidence in their musical abilities, including through performance opportunities or recital preparation.
- Maintain a positive and encouraging learning atmosphere.
- Provide appropriate music and exercises for students to practice between lessons.
- Prepare students for performances, auditions, or music exams.
- Coordinate lesson schedules with students, ensuring consistency and progress in their lessons.
- Keep accurate records of student progress, attendance, and materials used.



- Regularly communicate with students (and their parents, when required) regarding progress, upcoming performances, student performance or additional resources.
- Be responsible for the basic care or maintenance of instruments.
- Modify lessons to suit the learning style and abilities of each student, including those with disabilities or special learning needs.
- Offer alternative approaches to ensure students understand difficult concepts or techniques.

KEY CHARACTERISTICS

- A deep love for music, and a genuine enthusiasm for teaching and helping students grow.
- The ability to remain calm and supportive, even when students face challenges or progress slowly.
- A positive attitude that motivates and inspires students to achieve their best.
- A strong understanding of musical techniques, music theory, and performance skills.
- The ability to tailor teaching methods to suit the individual needs and learning styles of each student.
- Excellent verbal and written communication skills to effectively convey instructions and feedback.
- Strong organisational skills to manage lesson plans, schedules, and student progress.
- An understanding and compassionate approach to teaching, recognising the unique challenges and goals of each student.
- A commitment to maintaining high standards of professionalism in all interactions and responsibilities.
- The ability to develop engaging and innovative teaching methods and materials.

OTHER DUTIES

- Promote the interests of Rockhampton Girls Grammar School.
- Serve the School diligently and faithfully.
- Attend scheduled events and staff meetings.
- Undertake supervision of students as required.
- Stay informed about new teaching methods, trends in music, and changes in music education.
- Continuously improve personal music skills and teaching methods, possibly by attending workshops, masterclasses, or other professional development opportunities.
- Work together with other tutors, directors, or music teachers to enhance the overall music program.
- Participate in musical events, such as school concerts, festivals, and other public performances, if required.

ESSENTIAL QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- Experience working in a school environment (desirable).
- Experience training students one-on-one and/or in a group (desirable).
- In-depth understanding of vocal techniques, music theory, and performance skills.
- Familiarity with various musical genres and styles.
- Knowledge of vocal health and techniques to prevent strain or injury.
- Proven experience as a Music Tutor or in a similar role, with a track record of successful student outcomes.
- Experience in live performance and an understanding of stage presence and performance techniques.
- Experience working with students of different ages and skill levels.
- Experience in preparing students for auditions, recitals, competitions, and other performances.
- Ability to work autonomously and within a team environment.
- Understanding of and commitment to the philosophies of Girls Grammar.
- Excellent computer skills, including high-level proficiency with Microsoft Office software.
- Excellent interpersonal and problem-solving skills to liaise with staff, students, parents and the public generally.

MANDATORY REQUIREMENTS

The successful application is required to:

- possess a current Blue Card from the Commission for Children and Young People and Child Guardian;
- promote Rockhampton Girls Grammar School inside and outside the school community;



- work harmoniously with other employees with due regard to their rights and employment conditions under the School's enterprise agreement and Fair Work legislation;
- take appropriate care to always represent the School in a professional manner (in appearance, speech, dress, etc.);
- adhere to the School's Child Protection Policies, Staff Code of Conduct, policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies; and
- complete the compulsory compliance training, including Child Protection Training and Anaphylaxis training, as part of your induction within two weeks of commencement and annually thereafter.

WORKPLACE HEALTH AND SAFETY

All Rockhampton Girls Grammar School employees are responsible and accountable for:

- taking reasonable care of your own health and safety;
- taking reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- complying with any reasonable instruction to allow compliance with the Workplace Health and Safety Act 2011;
- compliance with workplace policies and procedures for risk identification, risk assessment and risk control;
- cooperating with any reasonable policy or procedure relating to health or safety;
- active participation in activities associated with the management of workplace health and safety;
- identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace; and
- correct utilisation of appropriate personal protective equipment.

APPRAISAL/ REVIEW CONDITIONS

As a member Rockhampton Girls Grammar team, you will be required to participate in regular feedback conversations and undergo an annual performance appraisal with the Director of Cocurricular.

ACKNOWLEDGEMENT

This Role Description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. This Role Description may be updated from time to time. You will also be required to perform any other duties that the Principal may direct you to perform which could be reasonably considered relevant to the position.

ACCEPTANCE

I, (Print Name) _____, accept the offer of employment on the conditions stated above.

I acknowledge that I have received a copy of the Music Tutor Role Description.

Music Tutor
Rockhampton Girls Grammar School

Date