



Title:	Cello Itinerant Teacher	Job Category:	Itinerant Music Teaching Staff
Department:	Music	Location:	Sancta Maria College
Responsible to:	Sonya Shone	Grade:	LAT /Full Teacher Registration
Direct Involvement with:	HOD Music, Music teachers, Music Administrator, Students	Working Hours:	Part Time (hours TBC)
Type of position:	Fixed Term	Performance Reviewer:	HOD Music

Primary objective:

To contribute to an environment in which the vision and values of the school and the goals of the school may be achieved within the context of the Sancta Maria College Music Department.

Use creative, expert teaching to promote and enhance the learning experiences of the learners of Sancta Maria College to facilitate their personal best achievement.

Roles	Responsibilities
General	<ul style="list-style-type: none"> • Embrace the Vision, Values and Goals of Sancta Maria College • Be a positive and approachable face of Music to learners, staff, parents and the community • Always maintain a high-quality professional manner. • Keep to timelines and meet deadlines. • Work collegially with others. • Apply for leave, when required through the school leave form. • Contact the HOD Music when you are sick the night before. • If you are sick, please also contact the Relief line the night before 8.30pm, or text in the morning to the relief mobile between 6.45-7.00am on the day of your itinerant teaching and explain that you are an itinerant teacher.
Teaching Responsibilities	<p>Key Tasks:</p> <ul style="list-style-type: none"> • Undertake group and/or one-on-one tuition with students, as required. • Tuition includes teaching practical skills, ensemble skills and building music literacy skills. • Help students prepare for NCEA solo and group performance assessments with appropriate repertoire choice and skill development. Keep up to date with assessment dates and the requirements in preparing students for assessment at various levels. • Inspire and encourage students in learning music. • Adopt a professional and positive manner in teaching students.



Teaching Responsibilities	<ul style="list-style-type: none"> Encourage and actively support participation in co-curricular and curricular music. This may include working alongside our director of Concert Band or Choir or another group or running their own co-curricular ensemble group.
Administration	<ul style="list-style-type: none"> To keep accurate rolls and follow up attendance for the Itinerant music lessons. Discuss any concerns about student attendance with HOD Music and give any changes to the Music Administrator to follow up. To have Schoology groups set up for communications with the itinerant students and students within the music groups. Prepare and update timetables in liaison with the HOD Music and music administrator. Prepare and update any Kamar groups that you may oversee and to make sure they are current and accurate. Aid in the upkeep and management of Sancta Maria College e.g. Instruments and resources and to support with the music department stocktake. To report if there are any instruments that need maintenance or repair to the HOD Music.
Other	<p>Applicants should fulfil the following criteria</p> <ul style="list-style-type: none"> Be a qualified and experienced musician and itinerant music teacher. Have full registration or hold a current LAT for 2026. Share in the philosophy of the school and the importance of Music as an important part of education. Hold personal and professional values that are inclusive of all students and their diverse backgrounds and model these appropriately both in class and in the wider school.
<p>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.</p>	
<p>Knowledge, skills, abilities and qualifications requirements for this position:</p>	
<p><i>The appointee will be required to actively facilitate, manage and enhance the college's extracurricular programme, and the people who participate in it. The position will require close working relationships and strategic alliances with a variety of community personnel and groups and so requires a high level of communication and customer service skill.</i></p>	
Confidentiality	<p><i>Retain strict confidentiality on matters which are discussed or documented which relate to college staff or learners.</i></p>
Collegiality	<p><i>Maintains positive and effective working relationships with other support staff, teachers, learners and community, with the ability to provide help when needed.</i></p>



Contribute to wider school	<i>Contribute positively to the life of the college, supporting where and when relevant to the college activities.</i>		
All Staff Must:			
<ul style="list-style-type: none">• Observe safe work procedures, rules and instructions and demonstrate 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.			
Last Updated By:		Date/Time:	

Signed: Music Tutor _____

Signed: HOD Music _____

Signed: Principal

Date: _____