

**Position Description: Creative Youth Initiative, Sounds of the Street (SOTS) Music Tutor Sou of the**
**Position title: Sounds of the Street (SOTS) Tutor**

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| **Mission Australia** |
| About us: | Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.We’ve learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.Together we stand with Australians in need, until they can stand for themselves. |
| Purpose: | Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.*“Dear children, let us not love with words or speech but with actions and in truth.” (1 John 3:18)* |
| Values: | Compassion Integrity Respect Perseverance Celebration  |
| Goal: | To reduce homelessness and strengthen communities. |
| **Position Details:** Position Title: Sounds of the Street (SOTS) Music Tutor  |
| Division: | Service Delivery |
| Reports to: | Program Manager |
| Position Purpose: | To develop and implement the ‘SOTS’ course for students as part of the CYI program. Involves maintaining an awareness and sensitivity of the individual needs of students who may be facing personal challenges such as homelessness, mental health issues, abuse issues, dysfunctional family backgrounds etc. Facilitate training and assessment of the TAFE NSW outreach course as well as coordinating the annual SOTS CD launch. The role includes working closely with the other SOTS Tutor ensuring implementation of TAFE NSW Certificate 11 in Music course assessment requirements.  |
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**Position Requirements**

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| **Key Result Area 1 Student Support** |  |
| **Key tasks** | **Position holder is successful when** |
| •Develop and implement a program of lessons to support the musical development of students. •Ensure the that the daily operation of the SOTS program offers students opportunity and assistance in line with their individual needs and preferences preferences ensuring ongoing commitment and attendance.•Work with individual students to assist them in developing musical goals or projects and monitor and encourage students in the achievement of these goals.•Maintain close and ongoing communication with the Student Support Coordinator in order to convey and developments or changes in students’ behaviour or progression.•Provide opportunities as required for students’ artistic and educational development.•Facilitate the support of students as they progress into future educational or vocational pathways. •Identify diverse opportunities to promote the SOTS program. | •Lessons are developed and planned which meet the needs of students in the groups and adhere to TAFE NSW standards for accreditation.•Satisfactory student numbers are maintained. •Students are actively assisted in the development in the program, and are given opportunities to develop in line with their preference and skill.•Students develop musical goals and are supported in the achievement of these. •The student support coordinator is kept well informed of student progress.•New opportunities for student musical growth including performances.•Increased student numbers including completion of program.•Increased student numbers accessing tertiary/vocational education.•Increased diverse referrals and student numbers. |
| **Key Result Area 2 Program Support** |  |
| **Key tasks** | **Position holder is successful when** |
| •Maintain ongoing communication with TAFE NSW in order to ensure course content is in line with accreditation standards. •Complete a range of paperwork, including attendance rolls, monitoring of student progress and the training and assessment of specific performance criteria to meet appropriate units of competency for TAFE NSW to ensure proper registration and recognition of qualifications. •Co-ordinate SOTS course, including writing of semester programs and overseeing support of SOTS Tutor.•Maintain musical development notes for all students participating in the program.•Coordinate the annual SOTS CD launchin conjunction with the CYI and MAC team. •Manage the general safety of students participating in the SOTS Program.•Maintain stock, equipment for the SOTS Program, including monitoring stock levels and ordering of new materials/equipment in line with set budgets.•Provide information, data, case studies and any other information required for completion of funding reports. | •Course content meets TAFE accreditation standards.•All TAFE paperwork is completed accurately and on time. •Each workshop follows a set plan and students are informed of the upcoming workshops and overall course structure.•All student artistic development notes are kept up to date and in line with MA standards.•The annual CD launch end of year exhibition is well planned and hosted.•Students are kept safe whilst involved in the program and all participants are aware of proper material safety and storage.•The SOTS studios are is kept well stocked at all times and within program budget.•Timely provision of required data and case studies as required for reporting. |
| **Key Result Area 3 Financial** |  |
| **Key tasks** | **Position holder is successful when** |
| •Ensure adherence to budget and effective spending. •Ensure that procedures are followed in relation to petty cash reimbursements. | •All expenditure is approved by Program Manager and in accordance with set budget.•Petty cash advances are approved by Program Manager and appropriate documentation provided and completed for reimbursement. |
| **Key Result Area 4 Work Health & Safety** |  |
| **Key tasks** | **Position holder is successful when** |
| **•** Manage the general safety of students participating in the SOTS Program.• Maintain adherence with all internal and external policies and procedure including contractual obligations and WHS. •Required SWP’s are developed. | •Students are kept safe whilst involved in the program and all participants are aware of proper relevant Safe Work Practices. •Participate in quarterly WHS inspections. •Attend training as required including monthly staff meetings.•SWP’s in place and reviewed annually. |

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| **P****U Work Health and Safety**  Everyone is responsible for safety and must maintain:* A safe working environment for themselves and others in the workplace
* Ensure required workplace health and safety actions are completed as required
* Participate in learning and development programs about workplace health and safety
* Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

**PPurpose and Values** |
| * Actively support Mission Australia’s purpose and values;
* Positively and constructively represent our organisation to external contacts at all opportunities;
* Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
* Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
* To help ensure the health, safety and welfare of self and others working in the business;
* Follow reasonable directions given by the company in relation to Work Health and Safety.
* Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
* Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
* Actively support Mission Australia’s Reconciliation Action Plan.
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**Recruitment information**

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| **Qualification, knowledge, skills and experience required to do the role** |
| * Technical Expertise
* Music Focused
* Client focus
* Communication and Influence
* Qualifications in music or vocational training experience and/or Certificate IV in training and assessment
* Excellent communication skills
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| **Key challenges of the role** |
| * The ability to run the program within a tight program budget, whilst still providing full artistic opportunity to participants.
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**Compliance checks required**

**Working with Children** [x]

**National Police Check** [x]

**Vulnerable People Check** [ ]

**Drivers Licence** [ ]

**Other (prescribe)** [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval**

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| **Manager name**  |  | **Approval date** |  |

 Diana Jazic 7 May 2019