



VISITING PERFORMING ARTS TUTOR

TERMS OF ENGAGEMENT

INTRODUCTION

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Kindergarten to Year 12. The School commenced operation in 2005 and operates under the NSW Education System. The School is divided into two sub schools: Primary (K-6) and Secondary (7-12) with a current enrolment of 700 students.

Moama is a twin town with Echuca, situated on the Murray River North East of Melbourne on the NSW/Victorian border. Both sides of the border are experiencing rapid growth.

The School provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care.

PERFORMING ARTS – CO-CURRICULAR TUTOR PROGRAM

The School seeks to provide access for its students to lessons in music on a fee for service basis in small groups or individually.

Those engaged to provide these lessons are provided with this opportunity for a fixed, renewable term, subject to the following terms:

The tutor is provided with the opportunity to teach individual students and groups of students who attend Moama Anglican Grammar. This document will outline the basis for an agreement between the School and the tutor and will outline how this arrangement will operate. A copy of this agreement is to be signed and returned as evidence of agreement to these terms.

- Firstly this is not a contract for employment. The tutor will be an independent contractor, providing a service to the parents of those students who they will be teaching.
- The School will provide a teaching space where you can teach group or individual lessons. The actual room supplied may change from time to time.
- The tutor must invoice and collect fees from the parents of the students they teach.
- The tutor must agree to provide make up lessons if:
 - a) Unable to provide a lesson due to tutor's own absence (NB: a substitute tutor is not to be provided)
 - b) The School advises of a child's inability to attend or if the School cancels a lesson due to a clash of activities and gives you at least 24 hours notice. This is usually done via the newsletter.
- The tutor will be expected to provide a written report on each child's progress at the end of each semester
- The tutor will advise the Head of Performing Arts (Primary) of any concerns about the progress or behaviour of any of the students in your care.
- The School does not guarantee a certain number of pupils, but all parents agree in advance that they will give a term's notice of an intention to withdraw their child from lessons.
- The tutor must agree to continue to provide lessons even if there is only one student in the program.
- The time at which lessons occur will be by mutual agreement between the School and the tutor. The tutor is to schedule the lessons and notify the students of same.

- This agreement can be terminated by either party with one month's notice for any reason. The fees for any lessons not conducted but within the agreed minimum must be repaid to the parents.
- A copy of the proposed teaching program is to be provided at the beginning of each year.
- Any offer is conditional on the applicant completing the attached details relating to child protection and on a satisfactory clearance by the child protection authority.

Ensemble Direction

Suitably qualified and experienced tutors may be engaged by the School to work with an instrumental group and would be paid at an agreed hourly rate for this service.

Child Protection issues

The School recognises its legal and moral obligations with respect to the protection of children and has instituted the following procedures in relation to staff who are in direct contact with students.

Please note that it is an offence to apply for a position working with children if you are a prohibited person within the meaning of the Child protection legislation.

- Applicants selected for interview are advised that any offer of employment will be subject to satisfactory clearance by the Office of the Children's Guardian (formerly known as the Commission for Young People).
- Before an applicant is offered a position the interviewer makes contact with the applicant's referees
- Following a satisfactory referee check the applicant is offered the position subject to a satisfactory outcome being obtained by the School
- If the applicant's screening check is unsatisfactory the School will notify the applicant and the Child protection authority.

Carmel Spry
Principal

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