

Position Description

Performing Arts Tutor (Drama)

Pakenham Campus

October 2025

RELATIONSHIPS AND NETWORKS

LEAD BY	<ul style="list-style-type: none">• Head of Performing Arts• Campus Principal• Executive Principal
COLLABORATES WITH	<ul style="list-style-type: none">• Head of Performing Arts• Head of Instrumental Music• Performing Arts Staff
LEADS	<ul style="list-style-type: none">• Students
EXTERNAL GROUPS	<ul style="list-style-type: none">• Parents/Guardians• Networks
POSITION CONDITIONS	<p>This is a part time (0.311 FTE), fixed-term position commencing 24 October 2025 and concluding 20 July 2026.</p> <p>This position is located at our Pakenham Campus.</p> <p>Conditions of employment are as per the Beaconhills College General Staff agreement 2023-2025 (incorporating the terms of the Educational Services (General Staff) Award 2020), Beaconhills' policies and procedures and the letter of offer.</p> <p>No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and the classification criteria of the Educational Services (Schools) General Staff Award 2020.</p>
REFERENCE DOCUMENTATION	<ul style="list-style-type: none">• <i>Staff Code of Conduct</i>• <i>College Policies and Practices</i>



PRIMARY PURPOSE OF THE POSITION

Beaconhills is seeking a suitably qualified, dynamic and enthusiastic Sessional Drama Tutor to teach Speech & Drama and contribute to the growth of a vibrant Performing Arts program at the Pakenham and Berwick Campuses.

The successful candidate will be required to teach individual and group lessons at Junior, Middle and Senior levels and also teach co-curricular activities, including but not limited to soirees, concerts, examination preparation and assemblies.

This position reports to and takes direction from the Head of Performing Arts and is accountable to the Campus Principal and the Executive Principal. This position will work 2 day per week initially.

Beaconhills requires the incumbent to maintain a technical knowledge at the forefront of the field of Speech & Drama education, work as a member of a small team and carry out work in a competent, effective and efficient manner.

Completion of a qualification in Speech & Drama or equivalent industry experience is required.

KEY RESPONSIBILITIES FOR THE POSITION

TUTORING

- Teach individual lessons at Junior, Middle and Senior levels
- Prepare students for solo and/or group performances
- Prepare students for examinations, where appropriate
- Prepare reports for all students taught
- Adopt appropriate assessment procedures
- Ensure that the preparation of lessons, skills being taught and discipline are of a continued high standard
- Attend meetings as required
- Attend professional development courses
- Maintain appropriate safety of students within the teaching studio

CO-CURRICULAR

- Develop Speech & Drama programs at Junior, Middle and Senior levels
- Direct various ensembles where required
- Assist and prepare as required for performances for official College events:
 - Annual Performing Arts concert
 - Soirees
 - Easter Services
 - School productions
 - Performances for assemblies



QUALIFICATIONS

The successful application must hold (or be in the process of obtaining):

- Qualification in Speech & Drama or equivalent industry experience
- A current Working with Children Check (Employee)
- A current National Police Check (NPC) current within 12 months
- A current first aid certificate (or a willingness to obtain)

SELECTION CRITERIA

To be appointed into this position, a candidate would meet the following selection criteria to the satisfaction of the selection panel and the Executive Principal:

- Hold appropriate Speech & Drama qualifications and/or experience.
- Possess a high level of knowledge of relevant teaching and learning practices.
- Demonstrated understanding of assessment and reporting procedures.
- Demonstrated ability to work as part of, and contribute to, a committed team of learning professionals.
- Possess sound ICT skills.
- Demonstrated commitment to on-going professional learning.
- Display a high level of communication and interpersonal skills when relating to students, parents and work colleagues.
- Demonstrate proactive contributions to school programs

PHYSICAL CAPABILITIES

- Sitting (occasional 1-33%)
- Standing (frequent 34-66%)
- Walking (frequent 34-66%)
- Talking (frequent 34-66%)
- Listening (occasional 1-33%)
- Steps/stairs (frequent 34-66%)
- Carrying (occasional 1-33%)

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace



CHILD SAFETY AND EQUAL OPPORTUNITY STATEMENT

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's *Child Safe Policy* and *Code of Conduct*, which are available on our website [here](#). Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, criminal record checks, *Working with Children Check* (WWC Check) and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.

