MENTONE GIRLS' GRAMMAR

EST. 1899

POSITION DESCRIPTION

POSITION: **Instrumental Music Itinerant** *(Cello)* ***& Ensemble Director***
Reports to: **Head of Music Programs**

Key Purpose

Mentone Girls' Grammar has a proud tradition of excellence in music, attracting and retaining high-performing musicians across a wide range of instruments. Most importantly, students of all ages and abilities are deeply engaged in music and take great pride in performing on behalf of the School.

The *Instrumental Music Itinerant,* reporting to the Head of Music Programs, supports the co-curricular Music Program by fostering students' interest, enjoyment and appreciation of music. The role develops students' musical understanding through the teaching of practical instrumental skills, music theory, and the exploration of music within historical and cultural contexts.

The Itinerant has responsibility for developing students' individual performance skills and providing opportunities for authentic performance outcomes. This includes delivering individual instrumental lessons, providing constructive feedback and assessment, accompanying ensembles and choirs, and supporting performances at assemblies, concerts and School events. The role may also involve preparing students for AMEB examinations. Staff are expected to teach a range of genres and musical styles, from beginner to advanced levels, including musicianship classes.

In the capacity of *Ensemble Director*, the role also involves leading one or more student ensembles. This includes strategic planning in consultation with the Head of Music Programs to develop ensemble technique, musicianship and performance practices, as well as preparing students for festivals, competitions, and School and external performance opportunities.

The position is engaged on a casual basis and will suit an experienced music educator with a strong commitment to excellence, collaboration and student engagement in music education.

Responsibilities and Duties

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position, but is intended to accurately reflect the principle elements of the role. The School may require you to carry out addition tasks by management, when necessary. This allows flexibility to respond to changing priorities.

Key Responsibilities

- Deliver high-quality instrumental and/or vocal lessons (individual or small group) during school terms.
- Teach in the area of your specific instrument, using well-prepared, engaging lessons and appropriate resources.
- Create a positive, inclusive and student-centred learning environment that supports diverse learning needs.
- Employ a range of teaching strategies to cater for different learning styles, abilities and stages of development.

Copyright © 2026 by Mentone Girls' Grammar School - All Rights Reserved.
This document may not be copied in whole or in part without the written consent of Mentone Girls' Grammar School.
**The requirements of this position may vary from time to time in accordance with changing operational needs of the School.*

- Monitor student progress, maintain accurate teaching and attendance records, and report concerns in line with school procedures.
- Manage student behaviour professionally and address disciplinary matters as required.
- Communicate effectively with students, parents and colleagues to support student learning.
- Manage lesson timetables, including rotational scheduling and associated administrative requirements.

Student Wellbeing and Departmental Responsibilities

- Contribute to the development and delivery of curriculum, assessment materials, rehearsals and performances.
- Collaborate with colleagues to design and implement effective, evidence-based programs.
- Monitor and support student wellbeing, responding to concerns and escalating matters in line with school procedures.
- Manage student behaviour appropriately and report serious disciplinary or welfare concerns.
- Communicate with parents regarding student progress at designated times.

General, Professional Learning and Other Activities

- Undertake relevant professional learning and mandatory training as required.
- Comply with all school policies, codes of conduct and legislative requirements, including VIT standards.
- Maintain a safe learning environment and report hazards or concerns in line with school procedures.
- Complete required student reporting and meet internal and external assessment and compliance deadlines.
- Comply with any requirements and deadlines imposed by VCAA, ACARA in relation to course delivery, assessment and reporting for VCE and/or other testing regimes, state or national
- Use and maintain music equipment responsibly, reporting any issues as required to the Head of Music Programs

Professional Responsibilities and Other Duties

- Provide the School at least six weeks' written notice to the Head of Music Programs should other professional engagements disrupt teaching, necessitating a temporary replacement
- Participate in co-curricular music activities, school events and departmental meetings as required.
- Communicate professionally with students and parents, including at information sessions and school events.
- Maintain a professional, safe and supportive learning environment.
- Provide adequate notice to the Head of Music Programs regarding external commitments that affect teaching.
- Support the school's programs and promotion, and undertake other duties as directed by the Head of Music Programs or Principal.

Copyright © 2026 by Mentone Girls' Grammar School - All Rights Reserved.
This document may not be copied in whole or in part without the written consent of Mentone Girls' Grammar School.
**The requirements of this position may vary from time to time in accordance with changing operational needs of the School.*

Essential Criteria

- Current Full VIT Registration or WWCC
- High level of musicianship with demonstrated experience on relevant instruments
- Ability to teach Cello from Beginners to VCE
- Experience with Wind Symphony
- Ability to teach across Classical and Contemporary styles
- Expertise with music technology software, an advantage.
- Experience teaching students with diverse learning needs *highly regarded*
- Commitment to student wellbeing, child safety and the Victorian Child Safe Standards
- Understanding of, and commitment to, equity and inclusion in education
- Contemporary understanding of girls' education and adolescent development
- Strong interpersonal skills and a collaborative, professional approach
- Ability to deliver engaging, effective teaching and learning programs
- Organised, flexible and adaptable with strong digital literacy (music technology desirable)
- Current First Aid Compliance certification, including:
    - Anaphylaxis Awareness & Management
    - First Aid
    - CPR
    - Asthma

Child Safe

Mentone Girls' Grammar School is committed to and promotes the safety, wellbeing, inclusion and participation of all children, including Aboriginal children, children with a disability and children from culturally and/or linguistically diverse backgrounds. This pledge is embedded in our policies and procedures which ensure a commitment to zero tolerance of child abuse.

To create and maintain a Child Safe school, Mentone Girls' Grammar applies Child Safe Standards which include but are not limited to:

- Strategies that embed a School culture of child safety, including through effective leadership arrangements.
- A child safe policy which states a commitment to child safety.
- A code of conduct that establishes clear expectations for appropriate behaviour with children.
- Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.
- Processes for responding to and reporting suspected child abuse.
- Strategies to identify and reduce or remove risks of child abuse.
- Strategies to promote the participation and empowerment of children.

You will be required to adhere to all school policies and procedures which outlines our commitment to providing a Child Safe environment. This includes a rigorous background check to verify your identity, suitability and qualifications related to your role at the School.

Copyright © 2026 by Mentone Girls' Grammar School - All Rights Reserved.
This document may not be copied in whole or in part without the written consent of Mentone Girls' Grammar School.
**The requirements of this position may vary from time to time in accordance with changing operational needs of the School.*

MENTONE GIRLS' GRAMMAR

Risk Management and Work, Health and Safety

All staff are expected to take responsibility for maintaining a safe working environment and adhering to relevant safety protocols. This includes:

- Proactively identifying, reporting, and managing risks
- Complying with all relevant legislation, regulations, and codes of practice
- Performing duties in a manner that safeguards the health and safety of self and others
- Supporting and cooperating with workplace health and safety initiatives
- Following all School policies and procedures related to health, safety and risk management
- Participating in WHS training and activities as required
- Using personal protective equipment, safety devices, and training resources appropriately
- Maintaining positive and respectful working relationships with colleagues, in line with the School's expectations
- Immediately reporting any health and safety concerns or incidents to the relevant manager

Employment Conditions

Classification	*Level 5, Instructional Services* Conditions of employment as per Educational Services (School) General Staff Award 2020
FTE	Casual Individual Students: Approximately 8 students ***Tuesday*** ▪ Year 2 Classroom Strings Program ▪ String Orchestra Director/Tutor ▪ String Quartet ***Friday*** ▪ Year 7 Strings ▪ Senior Orchestra Director/Tutor
Physical Capabilities	Able to work for extended periods in a seated position, view a computer screen for extended periods without visual distress, standing, walking, talking, listening, steps/stairs, carrying equipment.
Date Prepared:	November 2026

Copyright © 2026 by Mentone Girls' Grammar School - All Rights Reserved.
This document may not be copied in whole or in part without the written consent of Mentone Girls' Grammar School.
**The requirements of this position may vary from time to time in accordance with changing operational needs of the School.*