

POSITION DESCRIPTION

POSITION: Instrumental Music Itinerant (Flute)
Reports to: Head of Music Programs

Key Purpose

Mentone Girls' Grammar has long attracted and retained high performance musicians across a range of instruments. More importantly however, and regardless of age or ability, our students love music and take a great deal of pride in performing on behalf of their School.

The position of Instrumental Music Itinerant, under the supervision of the Head of Music Programs, will support the co-curricular Music Program and develop students' interest in and appreciation of music through teaching music theory and practical skills and placing music in historical and cultural context.

As the Itinerant, you will have specific responsibility for developing students' performance skills and providing opportunities for authentic outcomes and involves taking individual instrumental lessons, providing student feedback and assessment, accompanying ensembles and choirs and assisting, playing and performing at assemblies, concerts and events. This may also include preparing students for AMEB examinations. Staff will be required to teach a range of genres and music styles to students from beginner to advanced, including musicianship classes.

The Instrumental Music Itinerant is engaged on a casual basis and will appeal to someone with experience and a passion and commitment to excellence 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 additional tasks by management, when necessary. This allows flexibility to respond to changing priorities.

Key Responsibilities

- Help to develop a vibrant learning environment by employing a range of styles and methods to meet the learning requirements of individual students
- Teach music sessions in area of specific instrument as required
- Delivery of instrumental and/or vocal lessons either individually or small groups during school term (approximately 32 lessons annually)
- Deliver lessons which are thoroughly prepared, incorporate appropriate resources and designed to engage all students in learning
- Demonstrate passion about your subject and about teaching, bringing a range of academic expertise and life experiences to their music sessions.
- Maintain a positive environment in the music sessions which is respectful of all present and fosters student learning
- Deliver holistic, student-centred learning with choice, opportunity and celebration of achievement
- Maintain accurate records of the teaching and learning program and of student assessments



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- Implement teaching strategies that cater for different learning styles and ability levels, with an understanding of the emotional development and particular needs of girls
- Understand and accommodate the learning needs of all students, including those with a disability or special learning need
- Monitor and report on student progress and report any matters of concern in accordance with school procedures, including notifying the Head of Music Programs
- Maintain accurate records of tutor hours and student attendance. Rolls should be marked on a daily basis
- Locate students (up to and including year 3) in the Junior School should they not arrive within 10 minutes of the scheduled time
- Inform the Music Programs Administrator if a student is unable to be located and not attended a lesson for two weeks in a row
- Take responsibility for dealing with disciplinary matters and report any matters of serious concern
- Develop and maintain relationships and open communication with parents, colleagues and students
- Organise timetables on a rotational system.

Student Wellbeing and Departmental Responsibilities

- Design and implement programs based on research and collaboration with colleagues
- Contribute to the development of curriculum, documentation, teaching and assessment materials, as well as rehearsals and performances as required
- Take responsibility for dealing with disciplinary matters and report any matters of serious concern
- Monitor and report on students' wellbeing in accordance with school procedures.
- Liaise with parents at the beginning of each semester to let the parent know how her daughter is progressing
- Undertake student welfare duties, being sensitive to students experiencing personal, social, or organisational problems and liaise with relevant colleagues

General, Professional Learning and Other Activities

- Undertake professional development and further education relevant to the role
- Adhere to the VIT Code of Conduct and Code of Ethics
- Be familiar with all School Policies, relating to workplace as well as education, as outlined in the Staff Handbook and posted on the School Intranet
- Complete training courses as required by legislation or school policy, for example anaphylaxis and first aid training
- Maintain a safe and healthy environment and report any hazards in accordance with school procedures
- Operate within the school's Staff Code of Conduct and support the school, its mission and values and strategic priorities.
- Complete academic reports for all students taught in accordance with MGG reporting guidelines and timeframes
- 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
- Take due care of and assist with the maintenance of music equipment after each use, reporting any problems 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 activities such as ensembles, concerts, rehearsals, Music Camps, School Tours and other school occasions/events as required
- Attend staff and departmental meetings, including weekly briefings
- Maintain a professional, safe and caring environment
- Participate in information sessions/evenings and address current and prospective parents as required
- Be available for discussions with current and prospective students and parents.
- Promote the benefits of a Mentone Girls' Grammar School education and, where appropriate, be involved in the securing of enrolments
- Other duties as directed by the delegated Head of Music Programs
- As specified by the Principal.

Qualifications and Relevant Experience

Essential

- Current Full VIT Registration or WWCC
- High level of musicianship and experience on specific instruments taught
- Ability to teach Flute from Beginners to VCE
- Experience with Wind Symphony
- Classical training essential
- Expertise with music technology software, an advantage.
- Experience teaching students with diverse learning needs *highly regarded*
- Committed to student wellbeing and a strong belief in the capability of all students
- Passion for providing outstanding quality education
- Sound understanding of the Child Safe Standards and other mandatory reporting requirements as they apply to Victorian Schools, and a strong commitment to providing a child safe environment at all times
- Commitment to the principles of equal opportunity and equity in education
- Current First Aid Compliance certification, including:
 - Anaphylaxis Awareness & Management
 - First Aid
 - CPR
 - Asthma

Characteristics, Qualities and Skills

- A contemporary working knowledge of the social and development needs of girls and a passion for girls' education.
- Effective interpersonal skills, proven ability to maintain positive relationships with students, and a collaborative approach with colleagues, parents and community members.
- Effective in the delivery of teaching and learning programs and practices that demonstrate appropriate curriculum knowledge
- Innovative in approach, able to enthuse and generate a passion for learning
- Understanding and appreciation for the concepts and practices of student learning strategies and styles
- Well versed in individual learning styles and preferences



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- Organised and flexible, with the ability to prioritise workload, manage multiple tasks. be proactive and able to adjust readily to change
- Highly developed computer skill and literacy, with sound skills in MS Office
- A high standard of personal presentation.
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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.

Risk Management and Work, Health and Safety

General Responsibilities

- Proactively identify and manage any risks
- Ensure compliance with all relevant Acts, Regulations and Codes of Practice
- Carrying out duties in a manner which does not adversely affect own health and safety or that of others
- Cooperate with measures introduced in the interests of workplace health and safety
- Ensure compliance with school standards and policies
- Participate in the School's Health and Safety activities and undertake any training provided in relation to WH&S
- Correctly using any information, training, personal protective equipment and safety devices provided
- Work harmoniously with other employees with due regard to their rights, and School requirements
- Immediately report all matters which may affect workplace health and safety to your Direct Manager.

All employees are responsible for their own safety behaviour and adherence to safe work practices is a condition of employment. Employees are required to observe all safety regulations and procedures

Employment Conditions

Classification	<i>Level 5, Instructional Services</i> Conditions of employment as per Educational Services (School) General Staff Award 2020
Nominal Hours of Work	Monday to Friday
FTE	Casual
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:	August 2026