

POSITION DESCRIPTION

POSITION: Head of Voice
Reports to: Head of Music Programs

Overview

Mentone Girls' Grammar has nurtured the minds and hearts of young women with a single-minded discipline since 1899. Our motto is 'Vero Nihil Verius' - *Nothing Truer Than Truth* - is the most precious value Mentone girls take into the world as women.

At Mentone Girls' Grammar, we believe in the potential of every child and their capacity to flourish when they are known, seen and heard. Our holistic education enables students to become confident, compassionate, and capable young women, boldly steering their futures in the direction that is right for them.

We are a vibrant, forward-thinking school with a proud tradition of excellence in the arts. The Head of Voice will play a pivotal role in shaping the vocal and musical identity of the school, leading choirs, teaching music, and directing productions that reflect the passion, discipline, and creativity of our students.

The Head of Voice will lead the school's vocal program, with a strong emphasis on choral direction, musical theatre vocal coaching, and classroom music teaching. This multifaceted role supports the development of confident, expressive singers and musically literate students across all year levels.

The position will direct choirs, teach classroom music, prepare students for performances and exams, and provide vocal leadership in school musicals and major productions. This is a unique opportunity to shape the vocal and musical culture of the school through both ensemble and curriculum-based instruction.

Responsibilities and Duties

The responsibilities of a Mentone Girls' Grammar teacher include, but are not limited to:

Choral Direction & Ensemble Leadership

- Direct and rehearse school choirs across Junior and Senior levels
- Select and organise repertoire for concerts, competitions, and school events
- Cultivate ensemble skills, musicality, and vocal technique
- Lead choirs in performances at formal ceremonies and community events

Musical Theatre Vocal Coaching

- Serve as vocal director for school musicals and productions
- Coach soloists and ensemble cast members in technique, characterisation, and performance stamina
- Collaborate with drama and production teams to ensure vocal excellence

Classroom Music Teaching

- Deliver engaging and inclusive classroom music lessons across various year levels
- Teach music theory, aural skills, and performance within the curriculum
- Contribute to curriculum development and assessment design
- Integrate technology and contemporary pedagogy into music education

Vocal Instruction & Student Development

- Provide individual and small group voice lessons
- Prepare students for AMEB, VCE, and other formal assessments
- Support vocal health and stylistic versatility across genres

Program Coordination & Collaboration

- Work closely with the Head of Music Programs to shape the vocal, ensemble and classroom music curriculum
- Mentor other vocal tutors and contribute to staff development
- Assist in planning concerts, showcases, and community engagement initiatives

Essential Criteria

- Current Victorian Institute of Teaching (VIT) registration
- Tertiary qualifications in Music, Vocal Performance, or Music Education
- Experience in choral conducting, classroom music teaching, and vocal coaching
- Proven success in musical theatre vocal direction
- Familiarity with AMEB and VCE music requirements
- Strong communication, leadership, and organisational skills
- Compliance with required training and certifications, including First Aid, Anaphylaxis, Asthma and CPR
- Willingness to contribute to the co-curricular and broader life of the School
- Right to work in Australia
- Musical Director experience beneficial, but not essential requirement
- Ability to inspire and engage students of varying skill levels
- A commitment to inclusive education and artistic excellence

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

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	<i>Conditions of employment as per the Mentone Girls' Grammar School Enterprise Bargaining Agreement</i>
FTE	Full time (<i>ongoing</i>)
Other Conditions	<p>Each term, student-free days (when student instruction does not occur) are allocated by the School for planning and administration, curriculum development, and student assessment and reporting. It is the expectation that this position attends these days to prepare for the term.</p> <p>There will be the requirement to attend for work for at least three weekdays known as Staff Days prior to the return of students at the commencement of the school year, except for Australia Day (or a day declared to be a holiday in lieu of Australia Day). These Staff Days are used for induction training, professional development training or in-service training.</p> <p>Actively participate in and contribute to camps, excursions, inter-House and inter-school sport, and any other extra and co-curricular activity which forms a part of the School's program as a provider of education.</p>
Physical Capabilities	Able to work for extended periods in a seated position, view a computer screen for extend periods without visual distress, standing, walking, talking, listening, steps/stairs, carrying.
Date Prepared:	September 2025