

POSITION DESCRIPTION

POSITION: Teacher (Music)

Reports to: Head of Junior School

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.

Our Junior School students are empowered to become compassionate, ethical, and intellectual leaders of tomorrow. With the guidance of our exemplary educators and the advantage of small class sizes, they develop confidence, capability, and self-worth - assets that serve them well beyond their senior years.

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.

Teaching Practice

- Employ evidence-informed teaching practices, including explicit instruction, formative assessment and effective feedback to maximise student learning.
- Plan and deliver lessons that are thoroughly prepared, appropriately sequenced and responsive to the developmental needs of learners.
- Create a positive classroom environment that promotes engagement, self-regulation, collaboration and respectful relationships.
- Develop and maintain relationships and open communication with parents, colleagues and students
- Provide timely and actionable feedback to students to support continued growth and improvement.
- Monitor and report on student progress in accordance with School and curriculum requirements.
- Follow School curriculum documentation and contribute to curriculum planning, review and continuous improvement.
- Collaborate with teaching staff to plan integrated learning experiences where appropriate.
- Liaise with relevant staff to ensure individual learning needs are effectively supported.



MENTONE GIRLS' GRAMMAR

Music Program

- Deliver a sequential and engaging Music curriculum aligned with the Victorian Curriculum F–10 Version 2.0 Music curriculum.
- Teach and apply evidence-informed music pedagogies including Kodály and Orff approaches.
- Develop students' capabilities in music literacy, singing, instrumental exploration, composition, performance, listening and responding.
- Foster student creativity, musical confidence and appreciation of diverse musical traditions and cultures.
- Prepare Junior School students for performances throughout the year, where students collaborate to realise a performance from page-to-stage

Student Wellbeing/ Pastoral Care

- Monitor and report on students' wellbeing in accordance with school procedures
- Liaise with parents in relation to student issues as required
- Actively participate and engage in the School's pastoral care system which reflects the School's values
- Work with the Head of Junior School and staff to promote, monitor and support student wellbeing

Professional Learning

- Engage in ongoing professional learning in Music education, evidence-informed teaching practice, student wellbeing and inclusive education.
- Engage in Teacher Appraisal processes in accordance with school procedures and timelines.

General, administrative and other activities

- Complete academic reports for all students taught in accordance with School Reporting guidelines and timeframes and attend all Parent /Teacher/Student nights.
- Participate in co-curricular activities, including House events/sport, the arts and/or outdoor activities and attendance at Camps and support other events including School Tours as required.
- Undertake rostered supervisory duties outside the classroom and exercise responsibility for the welfare of students
- 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.
- Attend all staff meetings, including weekly briefings
- Work flexibly and as part of a team in the pursuit of the School's Mission.
- Other duties as directed by the delegated Head of Junior School, Deputy Principal/ Teaching and Learning or as specified by the Principal.

Qualifications and Relevant Experience

Essential

- Tertiary degree in Education, including current VIT Registration
- Experience in teaching relevant subject area (ELC – Y6 Music), together with a solid background in teaching at a Junior level (ELC-Y6)
- Strong ability to direct choral groups
- Ability in working with music technology such as Sibelius
- Knowledge and experience using both Orff and Kodály methodologies
- Experience teaching students with diverse learning needs
- 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
- Compliance with required training and certifications, including First Aid, Anaphylaxis, Asthma and CPR
- Right to work in Australia

Characteristics, Qualities and Skills

- A contemporary working knowledge of the social and development needs of girls and a passion for girls' education
- Passion for providing outstanding quality education in the area of relevant curriculum stream
- Effective interpersonal skills, proven ability to maintain positive relationships with students, and a collaborative approach with colleagues, parents and community members
- Organised and flexible, with the ability to prioritise workload, manage multiple tasks and be proactive
- Willingness to contribute to the pastoral, co-curricular and broader life of the School
- Ability to use interactive technologies, in the classroom and for administrative and other matters
- Committed to a high-performance academic environment and achieving best practice
- A high standard of personal presentation



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Child Safe

Mentone Girls' Grammar School is committed to promoting the safety, wellbeing, inclusion and participation of all children, including Aboriginal children, children with disability, and children from culturally and linguistically diverse backgrounds. The School has zero tolerance for child abuse and is committed to maintaining a child-safe environment in accordance with the Victorian Child Safe Standards.

All employees are required to comply with the School's Child Safety and Wellbeing Policy, Code of Conduct and all related policies and procedures, and to actively contribute to a culture that prioritises the safety and wellbeing of every child. Appointment to this position is subject to satisfactory pre-employment screening, including relevant child safety and background checks.

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	Part time 0.60 (Ongoing) Start date: Wednesday 27 January 2027
Other Conditions	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. 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. 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.
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:	August 2026