Job Description

Position
Music Tutor – Flute

Reporting to
Director of Music and the Head of Brass, Woodwind & Percussion

Context of the Role
The Netley Music School at Grimwade House offers a comprehensive and sequential music program from Prep to Year 6. All year levels engage in appealing and challenging activities, which culminate in a variety of performances.

Classroom Music provides a variety of teaching strategies to cater for the differentiated learning styles of individual students. Students in Years 3 and 4 participate in recorder lessons to further enhance reading skills and to explore the playing of a woodwind instrument. In Years 5 and 6, music theory, composing and arranging become the focus, which enable the students to combine their developing skills into creative group and shared performances. The Year 2 String Program is a specially crafted and unique String Program, in which students learn the violin, viola, cello or double bass in small groups as well as in a class Ensemble. Individual Tuition is offered in a wide range of orchestral instruments, piano, guitar and music theory.

The Ensemble Program offers students from Year 3 the choice of choirs, orchestra (string) and smaller ensembles such as saxophone, percussion, guitar and recorder. Participating in co-curricular ensembles gives students the opportunity to perform in public concerts, which provide a valuable addition to their musical experience and development of performance confidence.

Performance opportunities include year level and whole school assemblies, year level and other concerts, Grandparents’ Days, an Annual Carol Service at St Paul’s Cathedral and the Year 6 Musical, of which recent productions include The Wizard of Oz, Oliver, Seussical, Alice in Wonderland Jnr and Beauty and the Beast.

Purpose of the Role
The Music Tutor will be required to teach individual instrumental lessons at Grimwade House on flute. Time commitments will be distributed at the commencement of each year and will reflect the student demand for lessons as decided by the Head of Brass, Woodwind & Percussion.

The incumbent is required to maintain a technical knowledge at the forefront of the field of instrumental education, pedagogy, repertoire, work as a member of a small team and carry out work in a competent, effective and efficient manner.

Key Internal Contacts

<table>
<thead>
<tr>
<th>Head of Grimwade House</th>
<th>Director of Music</th>
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<tbody>
<tr>
<td>Head of Brass, Woodwind &amp; Percussion</td>
<td>Music Secretary</td>
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<tr>
<td>Other Music Tutors</td>
<td>Classroom Teachers</td>
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Key Responsibilities
The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Curriculum
- Teach individual lessons on flute
- Assist (where required) with Concert Band rehearsals and performances
- Prepare students for solo performances
- Prepare students for AMEB examinations, where appropriate
- Prepare reports within a given timeline, using the School’s Style Guide 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
- Ensure lessons occur on a repeating and regular, weekly basis throughout each term, taking into account and flexibly working with the pre-existing requirements of the school-based curriculum
- Attend meetings, as required
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Assist administratively in preparing for instrumental concerts and performances in conjunction with the Music Secretary, Head of Brass, Woodwind & Percussion and Director of Music
- Attend professional development courses, as required
- Maintain appropriate safety of students within the teaching studio
- Music tutors may be required to direct or assist in the Instrumental Ensemble Program. Tutors involved in this program will receive a Music Tutor Ensemble Job Description.

Co-Curricular
- Assist and prepare students, as required, for performances for official School events
- Assist as required with the key Grimwade House concerts, assemblies and ensembles
- Maintain a catalogue of instruments in collaboration with other Brass, Woodwind & Percussion staff and Head of Brass, Woodwind & Percussion
- Liaise with Head of Brass, Woodwind & Percussion to assist with the care, maintenance and repair of instruments within the campus
- Actively support students with teaching of ensemble repertoire
- Assist as required in School productions – both in rehearsals and performances, some of which may be outside of the regular School day.

Communication
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MGS Policies: Risk Management, Health and Safety and Child Safety
- Adhere to and implement all working practices and procedures in accordance with Melbourne Grammar School’s Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School’s Child Safe Policy, Code of Conduct and Procedures.

Knowledge, Skills and Qualifications
- Flute as a primary instrument
- Completion of a degree in music/instrumental education, or equivalent industry experience is required
- Experience in teaching of primary aged children considered an advantage
- Must hold, or be willing to obtain, a Working with Children Check.

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.

Reviewed: January 2017