



MELBOURNE  
GRAMMAR SCHOOL  
AN ANGLICAN SCHOOL

# Job Description

## Position

Head of Visual Arts

## Reporting to

The Headmaster, through the Head of Grimwade House

## Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It fosters excellence through learning and leadership and offers an educational experience ranging across intellectual, social, cultural, spiritual and physical pursuits.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 680 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,120 boys - day students and boarders.

Grimwade House, the coeducational primary school of Melbourne Grammar, centers around the historic 'Harleston' building in Caulfield 12 kilometers from the city. The campus has 680 girls and boys and a teaching staff of around 60.

Grimwade House is a caring and happy environment which values the particular nature of each child. The School is divided into two well-resourced sections, each with its own classrooms, level coordinator and specially designed play area. 'Harleston' houses the Junior Primary Years Prep - 3. Upper Primary caters for Years 4 - 6.

## Purpose of the Role

The Head of Visual Arts is primarily responsible for the vision and future development of the department at Grimwade House, and works collaboratively with Heads of Sections and Executive staff to develop the Visual Arts programme within the framework of the aims and strategic goals of Melbourne Grammar School.

The Head of Visual Arts will deliver a rich and varied program that exposes students to drawing, painting, collage, printmaking, ceramics, construction, computer generated images and critical analysis of art work. The Head of Visual Arts is responsible for promoting artistic achievements through exhibitions and displays, including working with and supporting Artist in Residence programmes and school events.

Additionally, the Head of Visual Arts assists with and directs the work of students to promote learning in Visual Arts and to maximise their individual growth in a challenging and caring environment.

This is an ongoing, full-time position, with a teaching load of 1.0 FTE, commencing at the beginning of Term 1, 2019.

## Key Internal Contacts

Head of Grimwade House	Deputy Head - Administration and Pastoral Care
Visual Arts Teachers	Heads of Section (Junior and Upper Primary)
Pastoral Care Coordinator	Parents
Parents	Students



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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.

### Head of Department

- Manage Visual Arts Department teaching and assistant staff, including orientation, support and appraisal
- Liaise with the Executive staff in relation to all matters affecting the Department
- Facilitate appropriate consultation within the Department, including convening and chairing of appropriate meetings
- Develop, record, implement and monitor curriculum programmes within the Department
- Collaboratively plan courses, activities, excursions, field trips, resources, assessment and other relevant matters within the Department
- Source, select, purchase and manage appropriate resources and facilities
- Communicate with staff, students and parents on issues relating to curriculum, assessment and the like
- Represent the Department within the School
- Prepare, submit and administer the Department budget
- Participate, and encourage others, in regular externally provided and in-house professional development
- Review annually the performance of the Visual Arts Department teaching staff
- Disseminate subject literature and other resources within the Department.

### Teaching

- Ensure that the caring, supportive and vibrant environment in which the children grow and learn is maintained and further developed
- Develop and maintain relationships and open communication with parents, colleagues and students
- Prepare and teach a comprehensive curriculum for the year levels allocated
- Assist with curriculum development in collaboration with colleagues
- Utilise appropriate conditions for learning
- Assess and differentiate learning for the needs of individual students
- Deliver the curriculum using a technology-rich, integrated, inquiry-based approach
- Maintain thorough records for each child
- Write reports at the end of Semester
- Be regularly involved in professional development activities to ensure his/her teaching expertise is at the leading edge of developments in education
- Become actively involved in all aspects of school life beyond the classroom including sport, outdoor education and/or cultural activities
- Actively support the directions, goals and values of the School
- Participate and contribute to meetings, as required
- Other duties, as appropriate to the position and assigned by key members of staff.

## 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.



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## Knowledge, Skills and Qualifications

- Demonstrated love of working with and commitment to teaching young students from Prep to Year 6, with the ability to inspire a love of learning
- Effective and outstanding communication skills at all levels with students, staff and parents
- Ability to build strong relationships, resolve conflict, minimize escalations and maintain staff morale
- An awareness and understanding of current trends in educational thinking and practice
- A proven capacity to improve student learning and promote academic excellence, with clear understanding of educational assessment and reporting procedures
- Willingness to lead and participate in educational change
- Willingness and ability to contribute to co-curricular activities
- Ability to utilise Information Communication Technology as a vital part of the learning process
- Commitment to ongoing professional learning and a proven capacity to model and share excellent teaching skills and knowledge within a school setting
- Preparedness to work after school hours and weekend days, as required
- Demonstrated capacity to build and maintain a whole school timetable
- VIT registration is essential, with postgraduate qualifications in Curriculum a preference.

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.