



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

Music Tutor – Lower Brass

Reporting to

The Headmaster, through the Director of Music

Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

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 650 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 1,150 boys – day students and boarders.

Purpose of the Role

The Music Tutor will be required to teach individual instrumental lessons across our South Yarra campus on Euphonium, Trombone, and Tuba. 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.

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.

This role requires the incumbent to be available one day a week (not fixed) for 6 individual classes, with the time fraction expected to increase.

Key Internal Contacts

Head of Senior School	Director of Music
Head of Brass	Coordinator of Instrumental Music
Music Secretary	Other Music Tutors
Classroom Teachers	

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.

- Teach individual lessons on Trombone, Euphonium and Tuba
- 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
- 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.



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Co-Curricular

- Assist and prepare students, as required, for performances for official School events
- Assist as required with the key Wadhurst and Senior School 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

- It is a requirement that the Melbourne Grammar School email address issued to the Music Tutor will be the major form of communication from the Director of Music, Head of Brass, Woodwind & Percussion, Music Secretary, wider staff and parents
- Absence from teaching due to illness must be communicated by phone to the Director of Music, Head of Brass, Woodwind & Percussion and Music Secretary before 8am or the day before if possible.

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 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.

Child Safety

Melbourne Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires MGS to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment. All staff must comply with the MGS child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children.

Knowledge, Skills and Qualifications

- Trombone, Euphonium or Tuba as a primary instrument would be very beneficial in the role
- Completion of a degree in music/instrumental education, or equivalent industry experience is required
- Must hold, or be willing to obtain, a current Employee Working with Children Check
- Must have experience working in schools and from beginner to VCE also with ensembles/ orchestra/ band and teaching AMEB

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 depending on the operational needs and requirements of the School.