



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

Music Tutor – Double Bass and Year 2 Strings Program

Reporting to

Head of Performing Arts, through the Head of Strings

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 1,200 boys - day students and boarders.

Wadhurst is Melbourne Grammar School's purpose-built middle school learning community for boys in Years 7 and 8. Wadhurst specialises in educating 12 to 14 year olds by addressing the transition from childhood to adolescence. The School is located at our South Yarra campus and is attended by approximately 400 day boys and boarders.

Purpose of the Role

The Music Tutor will be required to teach individual instrumental lessons at Grimwade House. 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 Strings. 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 also involves being an assistant tutor for the Year 2 strings program. The incumbent is responsible for assisting the Teacher in Charge and with the year levels curriculum. They will be required to teach 3 or more periods a week of Year 2 Strings during term time, within the framework of the Year 2 Music Curriculum.

These positions report directly to the Head of Strings and are accountable to the Head of Performing Arts and the Head of Grimwade House. The incumbent is required to maintain a technical knowledge at the forefront of the field of strings education and pedagogy, work as a member of a small team and carry out work in a competent, proactive, friendly and efficient manner.

Key Relationships/Contacts

Head of Grimwade House	Director of Music
Head of Strings	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.

Curriculum - Year 2 Strings Program

- For each Year 2 class there are three periods per week, consisting of two small group lessons and a whole class ensemble.
- Prepare students for performances and workshops
- Prepare reports within a given timeline, using the school's Style Guide for all students taught
- Ensure that the preparation of lessons, skills being taught and discipline are maintained within the given timeframe specified by the Head of Strings and are of a continued high standard
- Ensure attendance at timetabled lessons throughout each term, flexibly working with the pre-existing requirements of the school-based curriculum
- Attend Year 2 String Program meetings, as required
- Assist administratively in preparing for instrumental concerts and performances in conjunction with the Music Secretary, Head of Strings and Director of Music



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- Attend professional development courses
- Maintain appropriate safety of students within the classroom
- Maintain a catalogue of instruments in collaboration with other string staff and assist with stock take when specified by the Head of Strings
- Liaise with Head of Strings to assist with the care, maintenance and repair of stringed instruments within the campus
- Assist as required in Year 2 String workshops and concerts – both in rehearsals and performances, some of which may be scheduled outside of the Year 2 classes allocated teaching day.

Assistant Tutor

- Ensure weekly lesson plans are read and adhered to for both small group lessons and whole class ensemble
- Ensure room is set up for Year 2 Strings classes: cello chairs, double bass stools, CD's, accompanist music, **music stands when appropriate.**
- At the end of the lesson, ensure room is packed away promptly ready for next class
- Communicate on a regular basis with the Teacher in Charge regarding the progress of their students in class and upcoming workshops and concerts
- Actively support students and the Teacher in Charge with teaching of repertoire and implementation of lesson
- Responsible for writing reports regarding Year 2 string students, proof reading and correcting reports by the deadline specified by the Music Department
- Ensure all assessment forms are filled in and given to Teacher in Charge within the appropriate timeframe.

Key Selection Criteria

- Double Bass 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.

Commitment to Child Safety

Melbourne Grammar School is committed to promoting and protecting the safety and wellbeing of all children and students within the School Environment. The School has no tolerance for child abuse and harm to children and students and takes proactive steps to identify and manage the risks of harm to students.

Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with a disability, those unable to live at home, international students, and children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+).

Melbourne Grammar adheres to robust human resources practices, in the recruitment, selection and screening of candidates, to ensure that individuals working with children are suitable. The school aims to identify and recruit the best and most suitable candidates who share the School's values and commitment to protect children and students.

All staff are responsible for understanding and applying Melbourne Grammar Schools Child Safety policies and procedures, upholding the overarching principles and values set out by the School and take all reasonable steps to promote and protect the safety of children and students.

All teaching staff are required to have a valid Victorian Institute of Teaching registration, or where appropriate, permission of the Institute to teach.

Risk Management, Occupational Health and Safety

Melbourne Grammar School is committed to providing a safe work and learning environment that supports the health,



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safety and wellbeing of students, staff, contractors, volunteers and our community.

Staff have a responsibility to:

- Familiarise and adhere to the Schools practices and procedures in accordance with Melbourne Grammar's OH&S Policy and Risk Management procedures
- Co-operate with the School's efforts to comply with its legal obligations under Victorian OH&S legislation.
- Perform duties in a safe manner without risk to health and safety, adhering to the Schools system for reporting OH&S incidents and hazards
- Take reasonable care for the health and safety of self and others, including those under your supervision

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.