



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

Head of Wadhurst Music

Reporting to

The Head of Wadhurst, 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 1200 boys - day students and boarders.

Purpose of the Role

The Head of Wadhurst Music is responsible for Year 7 and Year 8 classroom music, Wadhurst Choir and oversight of the instrumental and voice program. More than a third of the students are enrolled in instrumental/vocal/theory lessons on campus with 300 places catered to each week in ensemble and choir rehearsals. The Head of Wadhurst Music is supported by a Music Administrator.

Given the nature of this position, the incumbent will be required to work outside of the traditional operational hours of the School in order to meet key responsibilities.

Whilst the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the wider School Community and participate fully in events and activities, playing an ambassadorial role as a representative of Melbourne Grammar School.

Key Internal Contacts

Deputy Head of Wadhurst	Head of Teaching and Learning, Wadhurst
Director of Music	Chaplain
Coordinator of Creative Arts	Head of Creative and Performing Arts
Curriculum Administrator	Music Administrator
Heads of House	Music Staff

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 Music

- Direct the Wadhurst Choir Program.
- Manage and host the Wadhurst Solos Concert.
- Organise meetings with fellow music staff in relation to the program and operation of various Wadhurst concerts.
- Recruit students for the co-curricular music program.
- Organise music items at Wadhurst events, including Chapel Services and Assembly.
- Promote the music co-curricular program at Wadhurst.
- Oversee the instrumental and vocal tuition program at Wadhurst.

Subject Teacher

- Prepare for and conduct classes in Music as scheduled.
- Organise class materials to facilitate motivation, enjoyment and learning for each student in the class.
- Utilise appropriate technology in the teaching and learning of Music.
- Organise and implement assessment instruments including tests, assignments, projects and examinations in consultation with the Wadhurst Head of Teaching and Learning.
- Work as a pedagogical leader, committed to driving and sharing best practice with other teachers in the Music Department.
- Contribute to curriculum development within the Music Department, including skills development and curriculum



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evaluation.

- Monitor, record and report, both verbally and in written form, on individual student's progress.
- Liaise with Learning Strategies and/or Counselling Services staff regarding progress with students experiencing difficulties.
- Undertake school-related duties such as, Chapel services, assemblies, staff meetings, Parent Teacher Student Evenings, events, excursions and the like.
- Maintain adherence with school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules.
- Actively support the directions, goals and values of the School.
- Participate regularly in professional development.
- Other administrative tasks as determined by the nature of the position and/or by the Head of Wadhurst.

Knowledge, Skills and Qualifications

- Demonstrated experience teaching Years 7 and 8 with a passion for education.
- Developed keyboard skills including ability to play piano/organ to accompany chapel services, recitals and assemblies is preferred but not essential.
- Developed vocal and conducting technique.
- Commitment to ongoing professional learning and a proven capacity to model and share excellent teaching skills and knowledge within a school setting.
- Developed skills and experience as a choral conductor.
- Proven capacity to improve student learning and promote academic excellence.
- Excellent communication and interpersonal skills with students, staff and parents.
- Understanding of educational assessment and reporting procedures.
- Well-developed time management, administrative and organisational skills.
- Proven success in engaging students in co-curricular music programs.
- Flexible and dynamic approach to teaching and learning.
- Flexibility and adaptability to meeting the particular needs of individual students within a range of situations.
- Willingness to participate in educational change and ability to adapt to new and changing situations.
- Commitment to, and understanding of, the values and ethos of Melbourne Grammar School.
- University qualifications in music and education.
- VIT registration, or the ability to gain VIT registration, is essential.

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 School's 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



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Melbourne Grammar School is committed to providing a safe work and learning environment that supports the health, safety and wellbeing of students, staff, contractors, volunteers and our community.

Staff have a responsibility to:

- Familiarise and adhere to the School's 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 School's 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.