



MELBOURNE  
GRAMMAR SCHOOL  
AN ANGLICAN SCHOOL

# Job Description

## Position

Head of Woodwind

## Reporting to

Head of Senior School, 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 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.

Music is an essential part of the education of a significant number of boys in Years 7 to 12. They are offered a wide range of performing experiences from symphonies by Mahler to string quartets by Mozart, masses by Palestrina to musicals by Bernstein, marches by Sousa and the jazz of Ellington.

Internationally recognised music is a feature of the School's Arts Programme. In recent years the School Choir has joined with Melbourne Girls Grammar for performances of the Fauré *Requiem*, the Chapel Choir has performed with The Australian Brandenburg Orchestra and the Jazz Ensembles present two evenings of jazz every year. The Symphonic Wind Ensemble explores diversity from the traditional repertoire to the avant-garde, and the String Orchestra has recorded Vivaldi's *The Four Seasons*.

The Symphony Orchestra presents concerts each school term. In recent years the Orchestra has performed works including Dvorak's *Cello Concerto* and *Symphony No.8*, Tchaikovsky's *Violin Concerto* and *Symphonies 2 & 3* and Beethoven's *Symphonies 1, 3 & 5*. In addition, the Symphony Orchestra undertakes concert tours on alternate years. Past tours have included Japan, the United States, central Europe and the United Kingdom. In 2022 the Orchestra toured regional Victoria and New South Wales aboard 'The Bluestone Express' chartered train. The Symphony Orchestra has performed in the Royal Academy of Music in London, the Forbidden City Concert Hall, Beijing, and the Teatro Goldoni in Venice. Recent orchestral premieres have included works by Daniel Riley, Caerwen Martin, Brenton Broadstock and Barry Conningham.

International soloists often appear with the Symphony Orchestra. Leslie Howard has performed with the orchestra three times since 1991; including *Liszt's Piano Concerto No 2* in the Royal Academy of Music in London. The Orchestra has accompanied trumpeter James Morrison in an evening of orchestral jazz including Gershwin's *Rhapsody in Blue* with 2010 Captain of Music as soloist. Other notable soloists with whom the Orchestra has recently performed include Slava Grigoryan, Bernadette Robinson, Sally-Anne Russell and Old Melburnians Stefan Cassomenos and Henry Choo.

## Purpose of the Role

The Head of Woodwind will be required to oversee the woodwind program from years 7-12 over both Wadhurst and Senior School campuses and participate in the overall musical life of the School. This includes managing and developing the relevant ensemble/s. The Head of Woodwind will also be required to teach individual instrumental lessons across our South Yarra campus. 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 position is a full-time, school term time position, with expectations to work outside of general school hours when required.

## Key Internal Contacts

|                        |                       |
|------------------------|-----------------------|
| Director of Music      | Head of Senior School |
| Head of Wadhurst Music | Head of Wadhurst      |
| Music Administrator    | Heads of House        |
| Music Tutors           | Classroom Teachers    |
| 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.

- Teach individual lessons on your primary woodwind instrument
- Assist or direct (as required) with the key Wadhurst and Senior School concerts, assemblies, and ensembles (in particular the co-curricular orchestral winds & Wind Ensembles)
- Participate in orchestra tours, school musicals, music camps, and other extra-curricular activities, as required
- Work collaboratively with staff in the Music Department to further develop the music curriculum
- Support and manage the time commitments of the Woodwind instrumental tutors
- Assist the Head of Music, Wadhurst with the Year 7 classroom instrumental program
- Prepare students for solo performances, VCE and AMEB examinations up to diploma level where appropriate
- Prepare reports within a given timeline, using the School's Style Guide for all students taught each semester
- Ensure that the preparation of lessons, skills being taught, and discipline are of a continued high standard
- Attend staff meetings, scholarship auditions and undertake other duties within the School, as required
- Attend professional development courses, as required
- Maintain appropriate safety of students within the teaching studio
- Organise and maintain MGS Woodwind Canvas pages
- Co-ordinate student excursions and incursions
- Oversee relevant instrument repairs.
- Maintain a catalogue of woodwind instruments in collaboration with Music Administrator.

## Knowledge, Skills, and Qualifications

- Primary instrument from the woodwind family
- Completion of a degree in music/instrumental education, or equivalent industry experience is required. VIT registration may be an advantage
- A passion for the promotion of music and quality music outcomes
- A love of teaching and working with young students from years 7-12 with an ability to develop musical appreciation in students
- Willingness and ability to contribute to the musical activities of the school
- Effective communication skills with students, staff and parents
- Well-developed rehearsal time management and organizational skills
- Commitment to ongoing professional development
- Commitment to the School and its policies and ethos
- A flexible approach to working within a large, complex organisation
- An ability to promote positive staff relationships and leadership
- Familiarity and experience with music technology.
- Experience in teaching secondary school aged children is essential.
- VIT registration, or current Working with Children, 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.



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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, 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