MELBOURNE GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position
Casual Music Tutor – Contemporary / Jazz Guitar

Reporting to
Director of Music via Head of Guitar and Contemporary Music

Context of the Role
Founded in 1858, Melbourne Grammar School educates some 1,990 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 1,340 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 guitar and electric bass. Time commitments will be distributed at the commencement of each year and will reflect the student demand for lessons.

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.

Key Relationships/Contacts

Director of Music	Head of Senior School
Head of Wadhurst Music	Head of Wadhurst
Head of Guitar & Contemporary Music	Classroom Teachers
Music Administrator	Other Music Tutors
Students	

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.
- Assist (as required) with rehearsals and performances.
- Prepare students for solo performances.
- Prepare students for VCE and external examinations up to diploma, where appropriate.
- Prepare reports within a given timeline, using the School's Style Guide.
- 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.
- Complete professional development courses, as required.
- Maintain appropriate safety of students within the teaching studio.

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.

Communication

- It is a requirement that the Melbourne Grammar School email address issued to the Music Tutor will be the major form of communication between staff, students and parents.
- Essential technology skills for digital communication, scheduling and reporting.

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Knowledge, Skills and Qualifications

- Guitar as a primary instrument.
- Ability to teach bass guitar could be an advantage
- Completion of a degree in music/instrumental education, or equivalent industry experience is required.
- Experience in teaching Secondary School aged students considered an advantage.
- Must hold, or be willing to obtain, a Working with Children Check or registration with the Victorian Institute of Teaching.

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, 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