



Position Description	
Position:	Music Teacher Fixed term parental leave cover - August 2025 to December 2026
Campus:	Penbank Campus
Faculty/Department:	General Classroom
Reports to:	Head of Penbank
Key Relationships:	Generalist and Specialist Teachers Support staff; cross campus collaboration

School Overview:

Located on Victoria's Mornington Peninsula, Woodleigh School is an independent, coeducational school comprising two Junior Campuses (ECC-Year 6) in Frankston South and Moorooduc and a Senior Campus in Langwarrin South.

At the heart of a Woodleigh Education is our commitment to the holistic development of every student within our school. We provide a nurturing and challenging environment that supports students to develop the knowledge, skills and dispositions that they will need to thrive, at and beyond school.

We aim to develop independent, resilient, creative and compassionate individuals who can find personal success in life, while making a positive contribution to the communities in which they live.

At Woodleigh School, we see the development of academic learning, personal wellbeing, and student engagement as being interdependent. As a result, we promote the development of student outcomes across the essential elements of learning: the understanding of concepts, the acquisition of knowledge, the mastery of skills, the development of productive attitudes, and the ability to perform meaningful tasks in real world settings. We understand that such deep learning is best cultivated in safe, supportive and respectful environments where students can take risks, question their assumptions, respond creatively, and explore new ways of thinking.

Woodleigh School is an equal opportunity employer.

The Woodleigh Teacher

A teacher at Woodleigh School:

- Contributes to a culture of respect, inquiry, innovation, and learning
- Sets high academic achievement expectations
- Places an emphasis in their professional practice on:
 - o Experiential, social-emotional, and relational learning
 - o Knowing and celebrating the unique strengths, interests, and capabilities of all learners
 - o Fostering a sense of awareness, compassion, empathy and identity that supports personal and collective wellbeing
 - o Encouraging curiosity, initiative, and responsibility in the lifelong pursuit of learning
 - o Engaging as active citizens of our local and global communities
 - o Contributing to local, national, and global conversations that promote intercultural understanding and respect
 - o Acting as stewards for the sustainable use and protection of our natural environment
- Communicates effectively with students and families about student learning, wellbeing, and progress
- Identifies and supports students' social, emotional, behavioural and academic learning needs

- Facilitates, designs, and engages with effective collaboration
- Provides timely feedback and collaborates with others to offer specialised support

Position Summary:

The IB PYP Music Teacher is responsible for designing, implementing and reflecting on learning and teaching programs using knowledge of concept driven curriculum, inquiry and the learning environment. (International Baccalaureate – PYP). The successful candidate will have a warm and welcoming disposition, excellent interpersonal and communication skills, and a willingness to innovate and encourage the development of creativity.

Key Responsibilities:

- Develop and implement a comprehensive music curriculum that focuses on continuous and sequential learning.
- Teach students to listen to, compose, and perform music with increasing depth and complexity.
- Guide students in performing, composing, and listening with intent to build their music knowledge, skills, and understandings.
- Help students develop the ability to recognise, create, play, and notate rhythmic and melodic components of music on both tuned and untuned instruments.
- Incorporate the Primary Years Programme (PYP) framework into music lessons, emphasising inquiry-based learning and the development of the whole child.
- Designing, implementing and reflecting on learning and teaching programs using knowledge of curriculum, inquiry and play-based approaches, and the monitoring, documenting, measuring and reporting requirements of the PYP. (PYP experience preferred)
- Developing teaching activities that incorporate differentiated strategies and adjustments to meet the specific learning needs of students across the full range of abilities.
- Using effective teaching strategies to integrate ICT into learning and teaching programs to make selected content significant, relevant, challenging and engaging.
- Selecting and using relevant teaching strategies to develop knowledge, ATL's (skills), problem solving and critical and creative thinking.
- Establishing and maintaining orderly and workable routines to create an environment where student time is spent on learning tasks.
- Providing timely, effective and appropriate feedback and feedforward to students about their achievement relative to their learning goals.
- Creating a positive environment where every student has access to the curriculum and the opportunity to learn
- Contributing to collaborative and collegial discussions with a continuous improvement mindset and applying constructive feedback from colleagues to improve professional knowledge and practice.
- Undertaking teaching from Foundation – Year 6 (pending qualifications)
- Undertaking other duties as required and which are relevant to the position, as directed by the Head of Campus

Selection Criteria:

Experience and Skills:

Must be able to demonstrate:

- An understanding of appropriate behaviours when engaging with children
- Relevant classroom teaching experience or experience working with children
- Professional practice that is strongly aligned with the expectations of The Woodleigh Teacher

Education and Qualifications:

- Appropriate tertiary qualification in Education.

Personal Qualities:

- A commitment to Woodleigh's Values of Respect for Self, Respect for Others and Respect for the Environment
- A commitment to the School's co-curricular, experiential and outdoor education programmes
- Ability to work collaboratively and effectively within a team
- The determination to strive for personal best
- A willingness to innovate and encourage the development of creativity

Desirable:

- Experience in designing, implementing, assessing and reflecting on effective curriculum
- Experience in the International Baccalaureate Primary Years Programme

Conditions of Employment:

- A VIT Registration is required for this position.
- Qualification and First Aid Training confirmation is required for this position.
- Woodleigh is an Equal Opportunity Employer and is committed to appointing staff on the basis of merit.
- At Woodleigh School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. All staff are to abide by the Child Safety Code of Conduct.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.
- All staff are required to observe and uphold all of Woodleigh's Privacy policies and procedures as implemented or varied from time to time.
- Woodleigh operates a smoke-free work environment.

Prepared by:

Human Resources

Date prepared:

October 2024

Employee Signature:**Date:**



Position of Responsibility (POR) Position Description	
Position of Responsibility:	Music Coordinator - Penbank
Campus:	Penbank Campus
Learning Area:	Arts
Time Allowance:	2 hours per cycle (0.08 FTE)
Duration:	Fixed term parental leave cover (August 2025 to December 2026)
Reports to:	Learning Area Leader – Arts Director of Music Head of Penbank Campus Director of Learning – Primary Years
Key Relationships:	Generalist and Specialist Teachers Support staff Students Parents
<p>The Woodleigh Teacher A teacher at Woodleigh School:</p> <ul style="list-style-type: none">• Encourages a culture of mutual respect, inquiry, innovation and learning• Places an emphasis on the 5 Elements of the Woodleigh model for Personalised Learning in their professional practice<ul style="list-style-type: none">○ Real world learning○ Assessment for learning○ Life-long learning○ Student agency, coaching and mentoring○ Wellbeing and engagement• Communicates effectively with students and families about student learning and progress• Sets high academic achievement expectations• Identifies and supports students' social, emotional, and behavioural learning needs• Facilitates, designs and engages with effective collaboration• Provides timely feedback and collaborates with others to offer specialised support	
<p>Position Summary: In addition to their duties as a Music Teacher, the Music Coordinator is tasked with overseeing a comprehensive music curriculum designed to engage and inspire students. This inclusive program emphasises regular playing and performing, including preparation for School Meeting (assembly) performances, concerts, and other performance opportunities. The Music Coordinator also manages and coordinates the Instrumental Music program and its tutors.</p>	

Key Responsibilities:

- The Penbank Campus Music Department and be a voice for music at the Penbank Campus.
- Run and organise of the Penbank Campus instrumental program, liaise with the instrumental music staff, students and parents.
- Plan, organise and direct music concerts and events.
- Direct, organise and conduct musical groups, ensembles and choirs as well as other musical programs.
- Communicate with the school community through different medium.
- Devise and implement an engaging music curriculum, ensuring it is appropriately documented and aligned to the International Baccalaureate Primary Years Program (PYP).
- Support, manage and guide music staff through the reporting and assessment of students.
- Manage the upkeep, ordering, storage and distribution of materials and resources in the Music House.
- Work with the Senior Campus and Minimbah Campus as a whole music department, in terms of budget, curriculum, concerts etc.
- Teach music classes load and specific classes to be confirmed but likely to be Year 5 and 6.
- Lead the development of the cross-campus music day to be a significant experience for music and celebration across our School.
- Design and implement learning and teaching programs using knowledge of curriculum, assessment and reporting requirements
- Develop teaching activities that incorporate differentiated strategies to meet the specific learning needs of students across the full range of abilities.
- Use effective teaching strategies to integrate ICT into learning and teaching programs to make selected content relevant and meaningful.
- Plan and implement well- structured learning and teaching programs or lesson sequences that engage students and promote learning.
- Select and use relevant teaching strategies to develop knowledge, skills, problem solving and critical and creative thinking.
- Establish and maintain orderly and workable routines to create an environment where student time is spent on learning tasks.
- Provide timely, effective and appropriate feedback to students about their achievement relative to their learning goals.
- Create a positive environment where every student has the opportunity to learn
- Contribute to collegial discussions and applying constructive feedback from colleagues to improve professional knowledge and practice.
- Undertake classroom music teaching.
- Undertake other duties as required and which are relevant to the position, as directed by the Head of Campus

Selection Criteria:**Experience and Skills:**

Must be able to demonstrate:

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- Professional practice that is strongly aligned with the expectations of The Woodleigh Teacher

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Personal Qualities:

- A commitment to Woodleigh’s Values of Respect for Self, Respect for Others and Respect for the Environment
- A commitment to the School’s co-curricular, experiential and outdoor education programmes
- Ability to work effectively within a team
- The determination to strive for personal best
- A willingness to innovate and encourage the development of creativity

Desirable:

- Experience in designing, implementing and assessing effective curriculum
- Experience in the International Baccalaureate Primary Years Programme
- Have Kodaly and Orff-Schulwerk training or appropriate.
- Have competent piano accompanying skills.
- Have a working knowledge of music technology
- Have established instrumental skills and a good working knowledge of a wide range of instruments.

Conditions of Employment:

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Prepared by:	HR
Date prepared:	October 2023
Employee Signature:	
Date:	