



POSITION DESCRIPTION

POSITION:	Music Tutor
DEPARTMENT:	Residential Education, Care and Community
CAMPUS:	Timbertop
REPORTS TO:	Head of Music Timbertop
DIRECT REPORTS:	Not applicable
EMPLOYMENT STATUS:	Casual

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full-time and part-time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full-time and part-time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

POSITION OBJECTIVE

The role and function of the Music Tutor at Geelong Grammar School is to plan and deliver engaging and considered individual music lessons to students from Timbertop.

KEY RESPONSIBILITIES

The Music Tutor is responsible for the following tasks:

- Offer exemplary instrumental tuition to the students; be it virtual or face-to-face
- Establish an individual learning plan for each student that is engaging, realistic, and achievable
- Encourage students under their tutelage to engage in external examinations and prepare students for such that demonstrates the best outcome reflective of the student's ability and standard
- Encourage students to participate in any performance opportunities provided by the School
- Encourage students to participate in the School ensemble programs where appropriate
- Actively check and maintain email contact with the direct report to the Head of Music regularly
- Abide by all policies and procedures about the operation of the Music Program, both at School and online
- Undertake due diligence in completing timesheets, reports, and other administrative tasks as required by the School
- Support the progress and goals of the Music Program
- Attend professional development and planning days at the beginning of each term, and during final week of the School year

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

- Head of Music | Timbertop
- Music Tutor colleagues
- Teaching staff – Timbertop campus
- Operational staff – Timbertop campus
- Students

External liaisons

- Parents and Guardians
- Visitors to the Timbertop campus

KEY SELECTION CRITERIA:

- Proven ability to deliver high-quality instrumental lessons in both face-to-face and virtual settings
- Experience in creating engaging, realistic, and achievable individual learning plans for students of varying abilities
- Ability to prepare students effectively for external music examinations and encourage participation in performance opportunities
- Commitment to promoting student involvement in school ensemble programs and broader music activities
- Strong interpersonal and communication skills, including maintaining regular email contact with the Head of Music and working as part of a team
- Understanding of and commitment to school policies, procedures, and online learning protocols.
- Ability to complete administrative tasks accurately, including timesheets, reports, and other documentation
- Willingness to attend professional development sessions and planning days to support continuous improvement and program goals
- Demonstrated enthusiasm for supporting the objectives of the Music Program and fostering a positive, inclusive learning environment

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualifications in Music/Music Performance and/or Music Education
- Proven track record with engagement of students from

- fostering skills acquisition and extension
- a passion for music performance
- encouraging students to take advantage of performance opportunities
- striving for continued skill building and encouraging excellence
- Demonstrated proficiency in conducting ensembles in rehearsal and performance (or willingness to seek professional learning and support for these opportunities)
- Ability to adhere to the scheduled timetable
- Well-developed communication skills, including the ability to communicate professionally with parents and prepare reports

COMMITMENT TO POSITIVE, ADVENTURE, AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of all students and has a zero tolerance for student abuse.

The School's Student Safeguarding Framework, which includes the Student Safeguarding Strategy, Student Safeguarding Policy, and Student Safeguarding Code of Conduct, is available on the [GGS website](#), under 'Student Safeguarding'. The School's expectation is that all staff members (and School Community members) comply with the Student Safeguarding Framework policies and procedures and the [Child Safe Standards](#), as applicable to their role. Any queries in respect of this Framework or the School's expectations should be directed to safeguarding@ggs.vic.edu.au.

WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- Anaphylaxis [Essential]
- CPR [Essential]
- Weekend work is required