



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

## **POSITION DESCRIPTION**

**POSITION:** Instrumental Music Teacher

**REPORTS TO:** Director of Music

**LOCATION:** All campuses

## **PURPOSE**

To provide the best possible music education for each student in line with the School's values and educational objectives.

## **SCHOOL OVERVIEW**

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve. The school operates on three campuses with a student population of over 3,000. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebsen House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic programme is complemented by a diverse co-curricular program of Drama, Dance, Music and Sport.

The school actively promotes the safety, wellbeing and participation of all students, including supporting children from culturally diverse backgrounds and those with individual needs and encourages every student to thrive in the classroom and beyond.

## **SCHOOL VALUES: REACH**

**RESPECT:** We acknowledge the dignity and intrinsic worth of individuals and our world. We demonstrate fairness, kindness, and an awareness of diverse perspectives, recognizing the impact of our actions on others.

**EXCELLENCE:** In education and all that we do, we pursue the highest standards with focus and a commitment to continuous growth. We embrace challenges, learn from mistakes, and cultivate a culture of mastery and exceptional outcomes.

**ACCOUNTABILITY:** We act with integrity and take responsibility for ourselves, others, and the world around us. We demonstrate honesty, reliability, and ethical behavior in all we do.

**CURIOSITY:** We learn and grow through questioning, exploring, and deepening understanding, simulating wonder and innovation. We value intellectual engagement and lifeline learning.

**HEART:** We show kindness, courage, and empathy in our actions and relationships. We stand for what is right, support others, and build meaningful connections based on trust and compassion.

## **POSITION CONTEXT**

The Instrumental Music Teacher is at all times responsible to the Junior Music Coordinator, Instrumental Music Coordinator, Deputy Director of Music, Director of Music, Deputy Principal and Principal for duties relating to effective teaching and the performance of student welfare and other duties. The Instrumental Music Teacher also reports to the Head of Section on issues relating to classroom teaching and student wellbeing matters.

The incumbent is expected to support the school's values, policies and procedures and the philosophy of an independent school associated with the Uniting Church and support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.

## **POSITION GUIDELINES**

### **DIRECT RESPONSIBILITIES**

#### ***Teaching practice***

- To teach instrumental classes and individual instrumental lessons as required.
- Conduct instrumental lessons which are thoroughly prepared and designed to engage and challenge all students in learning.

- Ensure that lessons meet school and Australian curriculum requirements.
- Organise and sequence the skills, content and concepts to ensure student learning.
- Understand and accommodate the learning needs of all students, including those with a disability or special learning need.
- Maintain a positive environment in the classroom which is respectful of all present and fosters student learning.
- Maintain accurate records of student attendance.
- Maintain accurate records of the teaching program and of student assessments.
- Provide prompt and regular feedback to students on their progress within the subject taught.
- Monitor and report on student progress and report any matters of concern in accordance with school procedures.
- Take responsibility for dealing with student disciplinary matters and report any matters of serious concern.
- Regularly review personal professional knowledge and practice.
- Work collaboratively with all relevant staff members, ensuring information is communicated in an appropriate and timely manner and supports improved student learning outcomes.

#### *Co-curricular activities*

- Participate in co-curricular activities such as ensembles, concerts, rehearsals and other school occasions/events as required.

#### *Professional learning*

- Annually prepare, implement and evaluate a professional learning plan in accordance with school priorities and individual learning needs.
- Actively participate in professional learning activities and research on an ongoing basis in order to keep up to date professionally.
- Support school wide professional learning through the sharing of professional knowledge and practices with colleagues.
- Use professional standards to evaluate regularly one's professional knowledge.
- Participate in a cyclical review process to continuously improve knowledge and practice.

#### *Curriculum and resource development*

- Contribute to the development of teaching and assessment materials.

- Design and implement programs based on research and collaboration with colleagues.

### *Student welfare*

- Undertake student welfare duties, being sensitive to students experiencing personal, social, or organisational problems and liaise with relevant colleagues.
- Monitor and report on students' well being to the Director of Music if concerns arise, in accordance with school procedures.
- Liaise with parents in relation to student issues as required at parent teacher interviews and as discussed with the Director of Music.
- Actively support and promote school policies and procedures relating to student welfare.

### *General, administrative and other activities*

- Consult with Department Coordinators, the Junior School Music Coordinator, Deputy Director of Music and Director of Music as necessary.
- Attend and contribute to all staff meetings.
- Take due care of and assist with the maintenance of music equipment after each use, reporting any problems to the Instrumental Department Coordinator.
- Support a range of school events and activities as required.
- Undertake rostered supervisory duties outside of the classroom and exercise responsibility for the welfare of students.
- Work safely and report any hazards in accordance with school procedures.
- Act as a mentor for staff members as required.
- Other duties as required.

## **SELECTION CRITERIA**

The incumbent will demonstrate the following attributes:

- Appropriate tertiary qualifications
- Hold either a VIT registration or a current Working With Children Check (employee grade)
- Professional curriculum and pedagogical knowledge
- Experience in the effective delivery of teaching and learning programs and practices
- An understanding of and commitment to student wellbeing
- A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds

- Effective interpersonal and communication skills, with a demonstrated ability to work collaboratively with colleagues, students, parents and the broader school community
- Skills in the use of Information and Communication Technologies, especially as they relate to teaching and learning
- Effective organisational and planning skills
- A commitment to co-curricular activities
- A commitment to ongoing professional learning
- Support for the philosophy and values of the school

## CONDITIONS

Salary according to qualifications and experience, and as per the *Penleigh and Essendon Grammar School (Teacher, Kindergarten Teacher, Kindergarten Assistant and School Assistant Staff) Agreement 2022*.

## CONCLUDING REMARKS

The position description should not be seen as limiting and is open to review, by negotiation, by either party.