



**GEELONG GRAMMAR SCHOOL®**  
EXCEPTIONAL EDUCATION

## POSITION DESCRIPTION

<b>POSITION:</b>	Music Teacher
<b>DEPARTMENT/CAMPUS:</b>	Toorak Campus
<b>DATE PREPARED:</b>	November 2024
<b>REPORTS TO:</b>	Head of Music

## 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.

## **THE TOORAK SCHOOL ENVIRONMENT**

At Toorak every member of our community is valued, respected and committed to providing our students with the highest quality teaching and learning programmes, designed to improve student outcomes, including levels of achievement and wellbeing. Students at the Toorak Campus study the Primary Years Programme (PYP) which is part of the International Baccalaureate (IB). Teaching and learning approaches are based on the philosophies of Reggio Emilia and the PYP framework and standards and practices. Teaching staff work collaboratively in professional learning teams to support their development and the learning of students in their care. Our contemporary learning spaces promote team teaching, positive relationships, creativity and differentiated learning experiences.

## **POSITION OBJECTIVE:**

To provide a caring, engaging and exceptional educational environment for all students participating in the School's music programme.

## **KEY RESPONSIBILITIES:**

### Curriculum

- To teach within a generalist and instrumental classroom music programme from ELC to Year Six
- In conjunction with the Head of Music to develop, implement and evaluate music curriculum that embeds current best practice theories and philosophy Kodaly and Orff and the International Baccalaureate, Primary Years Programme.
- Lead or assist various ensembles and choirs in their weekly rehearsals.
- Plan, deliver and facilitate regular music experiences and performance opportunities for students throughout the year.
- Take responsibility for the musical direction of various collaborative projects, including Productions.
- Employ a range of authentic assessment practices and regularly communicate with parents about children's progress through informal discussion, written reports and parent/teacher interviews.
- Maintain an effective learning environment and attend to the pastoral care of all students.

### Professionalism and Teamwork

- Work collaboratively with specialist teachers, classroom teachers, learning support staff and instrumental tutors to build transdisciplinary learning opportunities.
- Maintain positive, professional and supportive interactions with parents, staff and visitors.
- Work as a cooperative member of the Music Department ensuring harmonious relationships are maintained and delegated responsibilities are fulfilled.
- Adhere to School teaching and OH&S regulations and policies.
- Attend and contribute to team and staff meetings where necessary.
- Plan and attend relevant information events throughout the year.
- Plan, attend and perform at school music events.
- Maintain student staff and parent confidentiality.
- Contribute to the co-curricular programme of the School as required.
- Have an ongoing commitment to professional development activities that generate an awareness of current trends and developments in education to enhance children's learning.

### Additional School Responsibilities

- Reflect and uphold the values of the School at all times and take an active role in the general life of the School.
- Contribute to the ongoing constructive evaluation of the School programme, policies and activities where required.
- Supervise student teachers.

## **ORGANISATIONAL RELATIONSHIPS:**

In addition to the Head of Music, the position requires liaison with the following:

### **Internal Liaisons**

Head of Campus  
Deputy Head of Campus  
Director of Music (Corio)  
Student welfare professionals  
The Glamorgan Society  
Other teaching staff and teams  
Administrative and support staff  
Specialist Teachers  
Head of PYP/Teaching and Learning  
Music Tutors

### **External liaisons**

Professional Associations

## **KEY SELECTION CRITERIA:**

Amongst many skills candidates should possess:

- A variety of educational experiences and the ability to demonstrate a thorough knowledge of the Kodaly and Orff pedagogical methods.
- Familiarity with the International Baccalaureate Primary Years Programme and the Australian Curriculum – The Arts – Music.
- Early Childhood and or Primary Teaching Qualifications
- Excellent keyboard and accompanying skills; with experience directing and conducting young choirs.
- A high degree of digital literacy using digital programs and platforms for administration, curriculum development and delivery both face to face and remote.
- Outstanding interpersonal and communication skills.
- High level of organisational and conceptual skills.
- The ability to be responsible for a class of children in a caring and nurturing manner but also have the ability to be a willing and enthusiastic team member.
- Proven commitment to professional development and a willingness to participate in all aspects of the Geelong Grammar community, including co-curricular activities.
- Demonstration of Courage, Compassion and Curiosity and application of Strategic Imperatives.

## **QUALIFICATIONS AND EXPERIENCE:**

### **Mandatory**

- An appropriate 4 year Music Education with Primary Teaching qualification and registration with the Victorian Institute Of Teaching (V.I.T.), which includes a National Police Check undertaken by VIT.
- Experience as an Early Learning and Primary School Music Teacher.
- A thorough knowledge of the Kodaly and Orff pedagogical methods.
- Applicants must provide evidence that they fulfil the Proficient Level in all of the AITSL Australian Professional Standards for Teachers.

- It is a condition of employment that Teachers must possess First Aid qualifications and have current Anaphylaxis Management Accreditation in accordance with the new Ministerial Order 706 and the School's Anaphylaxis Management Policy (2015). Information regarding First Aid and Anaphylaxis Management Accreditation requirements, training courses and compulsory briefings scheduled by the School are provided by the Head of Campus.

**Desirable:**

- Previous experience teaching the International Baccalaureate Primary Years Programme.
- Piano accompaniment and choral experience

**OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS:**

- The incumbent will be required to attend to student pastoral matters outside of usual work hours, including weekends and overnight (e.g. Camps).
- Attendance at School events outside of usual work hours is required (for example Athletics Carnival).

**OUR COMMITMENT TO STUDENT SAFEGUARDING:**

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

**COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:**

Geelong Grammar School is committed to experiential learning with and through nature and Creative, Adventure 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.