



POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

JOB TITLE	Music Itinerant
HOURS OF WORK	Casual
SCHOOL	<p>Melbourne Girls Grammar Senior School (Merton Hall Campus) 86 Anderson Street, South Yarra, 3141</p> <p>Junior School (Morris Hall Campus) 100 Caroline Street, South Yarra, 3141</p> <p>This role may require travel between campuses.</p>
FACULTY/DEPT	Music
REMUNERATION CLASSIFICATION	Educational Services General Staff Award 2020 – Instructional Services
REPORTS TO	Director of Music and ultimately the Principal.
SUPERVISES	Students participating in the Music program.
POSITION OBJECTIVE	To provide instructional music services to allocated students at Melbourne Girls Grammar.
KEY ACCOUNTABILITIES	KEY TASKS
Tutoring	<ul style="list-style-type: none"> • Provide effective and timely instrumental music tuition to students, individually or in a group. A dedicated space will be provided. • Tracking and recording the student attendance and provide updates to the Music Administrator as required. • Regularly update eVI page with student tuition schedules. • Work closely with the Director of Music, or supervising member of staff, to ensure that teaching content and administration is in line with the School's policy and regulations. • Advise the Director of Music, or supervising member of staff, of any issues, concerns or difficult situations regarding students, the material or administration. • Provide the Director of Music, or supervising member of staff, relevant information for inclusion in Music Reports as required.



	<ul style="list-style-type: none"> • Provide relevant feedback to students and parents as part of MGS continuous reporting. • Support students' participation in co-curricular Music ensembles and performances.
Child Safety Requirements/Obligations	<ul style="list-style-type: none"> • Must have experience working with children. • Demonstrated ability to follow child safety protocols when supervising children and young people in relation to child safety. • Must be able to demonstrate an understanding of appropriate behaviours when engaging with children. • Abide by all MGS Child Safety Policies and Codes of Conduct and demonstrate active commitment to the MGS Statement of Commitment to Child Safety. • Demonstrated commitment to promote Aboriginal cultural safety and awareness and the safety of Aboriginal children and/or communities. • Demonstrated ability to promote the safety, wellbeing and inclusion of all children including those with a disability or those from culturally and/or linguistically diverse backgrounds.
Other	Any other duties as requested by the Director of Music, supervising member of staff and/or the Principal.
SKILLS REQUIRED	<p>Essential:</p> <ul style="list-style-type: none"> • A high level of people skills; • A high level of musicianship; • A self-starter with a high level of attention to detail, who is well organized; • Good communication skills; • A person who is comfortable promoting the School; • Demonstrated ability to make good judgments and make good of initiative, produce work of a high quality, and to take responsibility for outcomes; • Intermediate MS Office skills, specifically Word and Outlook. • High level literacy and numeracy skills. <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of and experience in the Independent Schools of Victoria; • Awareness of the need for sensitivity and confidentiality in all dealings; • Demonstrated skills of judgment, initiative and decision making; • Experience working in a performance measured environment.
Key Competencies	<ul style="list-style-type: none"> • Inspire and challenge students to reach their highest potential Deliver instrumental tuition which demonstrates knowledge of effective and



	<p>best practice pedagogy Timetable lessons and follow up non-attendance.</p> <ul style="list-style-type: none"> • Promote and support the co-curricular Music program. • Well-developed communication and inter-personal skills which build and maintain effective and positive working relationships with immediate supervisors, colleagues and key stakeholders including officials. • Proactive and collaborative approach to problem solving. • Ability to exercise sensitivity and confidentiality in all dealings.
<p>OTHER REQUIREMENTS</p>	<ul style="list-style-type: none"> • Experience and/or tertiary qualification deemed by MGGGS to be relevant to music tuition. • A current Victorian Working with Children Check (WWCC) or Registration with the Victorian Institute of Teaching (VIT). • High level of trust and integrity. • Friendly, warm and approachable demeanour. • High level of confidentiality.
<p>CHILD SAFETY</p>	<p>All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGGS staff employment cycle from recruitment and reference checking to induction, 3- and 6-month review processes and regular staff training and professional development.</p> <p>Employment with Melbourne Girls Grammar is subject to adherence to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Safety Statement as listed below.</p> <p>MGGGS Statement of Commitment to Child Safety</p> <ul style="list-style-type: none"> • As MGGGS staff, volunteers, contractors, and any other members of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children. • We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our Child Safety Policy. • We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives. • We have zero tolerance of child abuse and are committed to the protection of children from all forms of child abuse and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. Our policies and procedures will provide the name and contact details of staff who have specific responsibilities in relation to child safety and who may receive reports of suspicion of child abuse. Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence.



	<ul style="list-style-type: none">• We have legal and moral obligations to contact authorities when we are worried about a child’s safety, which we follow rigorously.• We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.• We have robust human resources and recruitment practices for all staff and volunteers.• We are committed to regularly training and educating our staff and volunteers on child abuse risks. We support and respect all children, as well as our staff and volunteers.• We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning.• We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families.• We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.
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To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit <https://www.mggs.vic.edu.au/>

Reference	Rev	Date	Page	Authorised By	Signed by Employee
Music Itinerant	2	Dec 2023	4 of 4	Principal	_____/____/____