



Position Description

Position Title	Instrumental Music Teacher (Violin / Violist)
Reports to (Position)	Head of Ensemble & Studio Music
Location	Melbourne, Australia
Employment Status	Casual, Term Time only

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This Position Description is a summary of the core responsibilities and expectations of a Instrumental Music Teacher. The incumbent may be directed to perform other functions to support the organisation to achieve its objectives.

1. Organisational Profile

Peninsula Grammar School (PGS) is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning, we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing and evaluating School policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parents by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain strict confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.

PGS is committed to promoting diversity and inclusion at the workplace and expects employees to consistently demonstrate its values through the quality of their work performance and conduct.

2. Position Objective

The Instrumental Music Teacher is primarily responsible for teaching individual instrumental music lessons as required.



3. Key Stakeholders

Internal

- Principal and Deputy Principal
- Business Manager
- Head of Department
- Teaching Staff
- Students

External

- Parents

4. Core Responsibilities and Accountabilities

Rehearsals and Performance

- Conducts weekly ensemble rehearsals as negotiated with the Head of Ensemble and Studio Music.
- Prepares the ensembles for calendared performances
- Is prepared to respond to requests from the community for ensemble performances
- Provides students for regular performance at School music events, including Concerts and Assemblies
- Attends School concerts where appropriate
- Such other duties as may be required from time to time

Administration Duties

- Prepares individuals for AMEB or Trinity and VCE examinations as required
- Liaises with the Music Program Coordinator regarding timetable and ordering of appropriate repertoire for individuals and ensembles
- Writes computer generated reports for instrumental students at the end of each semester
- Communicates with parents regarding student progress and lesson attendance where necessary
- Communicates with the music staff in general about the requirements for performers in the ensembles
- Maintains accurate records of attendance and instrument hire (where appropriate)
- Actively seeks and participates in professional development

Student Teaching

- Effectively demonstrates repertoire to students
- Encourages students to practice regularly
- Accompanies students in lessons when appropriate
- Encourages new students to participate in the ensemble and performance program
- Create an environment of active and genuine learning by employing a range of contemporary teaching strategies that meet the needs of all students
- Teaches in a manner empathetic to the values and philosophy of positive psychology

Performance Criteria

- An 80% retention rate of students. It is expected the employee follows up with Parents / Guardians to understand the reasoning of students wishing to discontinue lessons. If the retention rate drops below 80% evidence of follow up and reasoning will be examined by The School.
- Assertive actions to recruit students from within the school when/if student numbers drop below the expected quota (as determined by the Head of Department).
- Ongoing evidence of growth in their studio as reflected by increased numbers, wait lists, or distribution to other staff members.
- Documented evidence of frequent communication between parents and students.
- Evidence of continuous development in the field related to their specialisation whilst still maintaining work obligations and expectations.
- A student attendance rate equal to the average of all other instrumental specialists.



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- A presence and contribution to evening events outside of work hours

Workplace Safety

- Follow School Board policies as required
- Follow safe working procedures developed for the School
- Ensure all health and safety regulations are adhered to within your designated area
- Report any equipment or situation that is hazardous or has the potential to affect the health safety of Peninsula Grammar workplace

Child Safety

- Ensure adherence to all student safety standards and mandatory reporting requirements
- Attend training to maintain compliance with all child safety legislation, standards and regulations
- Complete all mandatory training in a timely manner
- Escalate and report all matters related to student safety immediately

5. Key Capabilities and Competencies

The incumbent is expected to have established knowledge, skills, and competencies to be effective in this role:

- Excellent time management and organisational skills
- Professional and Confident manner

6. Qualifications, Registrations and Experience

Qualifications & Registrations

- Current Working with Children's Check or Victorian Institute of Teaching (VIT)
- Current Police Check
- Current First Aid – HLTAID003
- Current Drivers' Licence

Experience

- VCE Performance Repertoire advantageous
- Minimum of 2 years' experience in a similar role
- Be able to demonstrate a sound ability to teach and play instruments
- Proven ability to work with stakeholder groups to complete required tasks across varied contexts
- Confident in working autonomously and in a team setting to produce quality outcomes
- Ability to multi-task and manage time effectively to deliver on priorities

7. Attributes

The following attributes will be relevant to support the incumbent in performing this role:

- Good problem-solving skills
- Strong leadership skills
- High level of positive initiative
- Team-driven ('One School')
- Clear sense of personal accountability
- Strong work ethic
- Honest, trustworthy and respectful
- Display empathy, commitment and resilience
- Reliability and punctuality
- Embracing of change and improvement
- Genuine interest in the School, students and families in the School Community



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8. Additional Information and Special Conditions

- As a member of the School staff, the incumbent is committed to the Aims and Philosophy of the School
- In all matters concerning employment, this position is ultimately responsible to the Principal. However, for practical purposes, these functions are delegated to the Business Manager. In its day-to-day duties, the role will be responsive to the needs of the School.
- Employment conditions are as detailed in the Educational Services (Schools) General Staff Award 2020) and the National Employment Standards.
- Work attendance outside of ordinary school hours is required where directed to support events and functions if required.

- **Core Demands**

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Walking	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Running	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Exposure to noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Climbing (steps / stairs)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Working from heights (>2metres)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling (>5kgs)				
Lifting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>