



Instrumental Music Instructor - Strings

POSITION DESCRIPTION

POSITION:	Instrumental Music Instructor - Strings
AWARD:	Girton Grammar Enterprise Agreement 2022 Educational Services (General Staff) Award 2020
REPORTS TO:	Head of Faculty - Arts
EMPLOYMENT TYPE:	Part -time (0.2 FTE), Fixed term to 10 December 2024
SALARY:	Grade 4 (\$86,337 to \$88,072 per annum full-time equivalent)

PURPOSE OF POSITION

To provide music instruction and if required direct or support instrumental music co-curricular ensembles.

ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school which provides an enriching and supportive educational environment for approximately 1,100 students from Prep to Year 12.

With a Junior School campus and separate Senior School campus located in the centre of town, this renowned School sits at the heart of the Bendigo community.

The school is proud of its culture and reputation of optimism and commitment to students and staff, translating to personal growth and academic achievement that ensures Girton Grammar School in a leading independent school in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we value equally, people, character, and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known, and their individuality is respected.

KEY OUTCOMES

The successful candidate will be responsible for achieving the following outcomes:

- Teaching specialist instrumental music lessons (Strings)
- Encouraging and facilitating students in their learning of their instrument
- Ensuring student reports are well written
- Attend, facilitate and participate in School performances, recitals, and concerts, as required.
- Records are maintained in accordance with requirements
- Girton Grammar School meets all statutory and legislative requirements.

Girton Instrumental Music Instructors are required to:

- Attend School staff meetings, departmental meetings, and other meetings, as scheduled
- Attend, facilitate and support Speech Night and other designated significant School activities, as required
- Consult with the Heads of Department and the Heads of House when necessary
- Work safely and report any hazards in accordance with school procedures
- Carry out the administrative requirements of the School.



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From time to time, a Music Instructor may be required to undertake other duties, as directed by the Head of Faculty - Arts or Head of Music Junior / Senior School.

KEY SELECTION CRITERIA / ESSENTIAL QUALIFICATIONS/SKILLS

- An ability to teach Strings from Early Years to VCE levels
- Demonstrated experience as an Instrumental Music Instructor and preferably as an ensemble director.
- Proven record of excellence in teaching
- A high level of proficiency in performance
- Ability to work collaboratively in a large department
- Demonstration of an enthusiastic and inclusive approach to teaching with the ability to motivate participation of differing levels and abilities
- Ability to build relationships and develop trust with students, staff and families
- A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds
- Strong skills in the use of Information and Communication Technologies, especially as they relate to teaching and learning
- Sound organizational and planning skills

PERSONAL CHARACTERISTICS

- Open-minded and collaborative
- Optimistic and enthusiastic
- Personal integrity, honesty and fairness
- A good sense of humour
- Creative and organised
- Builds relationships and develops trust with students, staff and families.
- Remains calm, focussed and maintains perspective when dealing with difficult situations.

MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration
- Complete all mandatory reporting training and education about Child safety
- Adhere to the Schools Child Protection Policies and Procedures
- Report suspected cases of child abuse in accordance with school policies



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OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these
- Assuming allocated roles in the School's emergency response or occupational health and safety structures
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee
- Immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels

COVID-19 SAFETY

Girton Grammar School is committed to the health and safety of its staff, students and broader school community, which includes preventing the spread of diseases such as COVID-19 on campus and amongst members of the school community. In accordance with our commitment to minimising the risk of COVID-19 transmission, all staff, are encouraged to be fully vaccinated against COVID-19.

ADDITIONAL INFORMATION.

Appointment of successful applicants will be made subject to a satisfactory pre-employment check.

A six-month probation employment period applies to all new staff members commencing employment at Girton Grammar School.

Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.

Girton Grammar School reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

REFERENCE DOCUMENTS

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

APPROVAL

Developed by HR	January 2023	Next Review	December 2026
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