



## POSITION DESCRIPTION

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<b>POSITION:</b>	Junior and Secondary School Music Teacher and Choral Director
<b>KEY RELATIONSHIPS:</b>	This position reports to the Directors of Music in the first instance. All positions at the School ultimately report to the Principal.
<b>POSITION STATUS:</b>	Part-time, ongoing role
<b>PRIMARY FOCUS:</b>	<p>The Music Teacher and Choral Director will be well qualified to teach classroom Music within the upper year levels of the Junior School through to the Middle School years of the Secondary School, alongside the choral direction of choirs across both campuses. The Music Teacher and Choral Director is responsible for delivering classroom music lessons and choral direction of co-curricular choirs. Preparation of Choirs for performances, in consultation with the Directors of Music, and experience in working as part of a team for whole School events is also required.</p> <p>CGGS teachers will demonstrate a passion for teaching and have excellent interpersonal and communication skills. Teachers will be able to demonstrate enthusiasm, energy and have an excellent understanding of current practice, and first-rate time management skills.</p>
<b>DOCUMENT DATE:</b>	August 2024

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### **CAMBERWELL GIRLS GRAMMAR SCHOOL – A Community Dedicated to Learning, Action and Service**

#### ***Our Vision***

A leader and innovator in education, dedicated to fostering a passion for learning and building a more just and sustainable world.

#### ***Our Mission***

A Christian school in the Anglican tradition, inspiring students in their love of learning and nurturing compassionate leaders with global mindsets.

#### ***Our Values***

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

#### ***Our Key Areas of Focus***

- Learning Designed for All
- Our Community
- Our Expert Workforce

#### ***Our Motto***

'Utilis in Ministerium' (Useful in Service)

### **COMMITMENT TO CHILD SAFETY**

Camberwell Girls Grammar School (CGGS) is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by CGGS has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review

### STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety Ministerial Order No 1359 – “Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises”. The CGGS Child Safety Commitment is incorporated into the school's employment cycle from recruitment and reference checking to induction, probationary and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety and Wellbeing Policy, Community Code of Conduct (includes Child Safety), Child Safety Mandatory Response and Reporting Policy being read, understood and adhered to.

### CHILD SAFETY EXPECTATIONS FOR STAFF

All staff at CGGS must ensure that their students have a child safe learning environment at all times. Every interaction that a staff member has with a student must be conducted with child safe standards in mind and with an understanding of the CGGS child safe policies and procedures. This relates to all student interactions onsite, offsite or online, and in all programs including excursions, events, camps and parent involvement activities.

### THE ROLE

The position is a music teaching role. The basic role of the teacher is to develop and implement the Australian Curriculum consistent with the School's philosophy, policies and practice. It is expected that CGGS teachers will respect and support the School's ethos, values, policies and procedures while working with loyalty and commitment to the School.

### KEY INTERNAL CONNECTIONS

#### Reporting directly to

- Directors of Music

#### Associated Relationships

- Principal
- Deputy Principal
- Head of Junior School
- Head of Middle School
- Music Administrator
- Junior and / or Senior School Teaching Staff
- Professional Services Staff

### KEY DUTIES & RESPONSIBILITIES

#### 1. Teaching

- Deliver well-prepared Kodály-based classroom music lessons that address individual differences and are thoroughly prepared and designed to engage and challenge students.
- Demonstrate excellent choral conducting skills and the ability to lead and direct choirs.
- Source and utilise music repertoire in order to prepare choirs for specific occasions to perform.
- Where applicable, provide prompt feedback to students through a variety of assessment procedures: both verbally and in written form.



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- Utilise appropriate music technology, including the use of iPads within a Mac environment.
- Work collaboratively and constructively in the department and with all staff across the School.
- Model excellence in teaching practice as outlined by the School's learning architecture.
- Be responsive to contemporary and global educational trends in reflecting on and improving teaching practice.

## 2. Curriculum and Resource Development

- Deliver the CGGS curriculum that is age-appropriate across all year levels and meets the Australian Curriculum requirements.
- Contribute actively to the development of curriculum, teaching and assessment materials and to keep-up-to-date with all curriculum and resource developments.

## 3. Student Wellbeing

- Care for the students in their class in a way that reflects the CGGS vision and values.
- Be sensitive to students experiencing personal, social and/or organisational issues.
- Implement strategies for getting to know, and follow the progress of, each student in class.
- Work actively with colleagues and parents concerning wellbeing.
- Consult with the Head of Middle School and the Head of Junior School as necessary.

## 4. Professional Development

- Participate regularly in professional development activities and the process of professional staff review.
- Prepare and implement an annual professional development plan in accordance with school priorities and individual learning needs.
- Attend appropriate seminars, workshops and courses in consultation with the Directors of Music.

## 5. General Administration and other activities

- Adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules.
- Attend and contribute to meetings for subject, faculty and staff and parent-teacher meetings, school events, Open Day, excursions, assemblies and services.
- If required, undertake rostered supervisory duties outside of the classroom and exercise responsibility for the welfare of students.
- Supervise student teachers as required.
- Mentoring staff members as required.

## 6. Other duties as appropriate to the position

- Assistance with coordinating and delivering choral/vocal performances at School concerts, church services and within music productions.
- Rehearse individual and / or small groups of students, as required.
- Performances throughout the School year as required, including external competitions/festivals, national and international music tours.
- Attend staff meetings as required.
- All other duties and responsibilities as set out in the CGGS Staff Handbook.

## 7. General Administration and Other Activities:

- Prepare performances for School events as required.
- Prepare choirs for external competitions and festivals, where appropriate, and liaise with the Music Administrator to ensure enrolments details are correct.
- Assist in running concerts and major school events as required.
- All other duties and responsibilities as set out in the CGGS Staff Handbook.
- Participate in the School review process annually in order to continuously improve knowledge and practice.



## 8. Health & Safety

All staff are expected to:

- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Monitor and take full care of the health and safety of others within area of responsibility
- Participate when required in the resolution of safety issues

## KEY PERSONAL ATTRIBUTES

- A proven aptitude for the use of technology in education to enhance student learning and staff development
- Commitment to valuing each student's individuality and providing an enabling educational environment in which students are provided with outstanding learning opportunities
- Knowledge and experience of specific pedagogical approaches to education of students
- Experience with the implementation of innovative educational programs
- Personal commitment to Professional Learning and continuous improvement
- Exhibit a love of teaching and a passion for education
- Commitment to achieving best practice
- Proven ability to work collaboratively
- High level interpersonal and communication skills
- Well-developed skills of time management and organisation
- Judgement / problem solving skills
- Demonstrated initiative

## QUALIFICATIONS

**Essential Criteria:** Tertiary qualifications in Music and Education  
Previous choral experience in a school setting  
Current registration with Victorian Institute of Teaching  
First Aid qualification (Level 2) and current CPR qualification  
Anaphylaxis Awareness qualification in line with Ministerial Order No. 706  
Current National Criminal History Police Check

**Desirable Criteria:** Post graduate qualification  
Proficient keyboard skills

## PROFESSIONAL EXPECTATIONS

- Demonstrate commitment to Ministerial Order No. 1359 – Implementing the Child Safe Standards, and CGGS Code of Conduct
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Meet expectations as set out in the CGGS Staff Handbook
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Participate in OHS training as required



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### WHY WORK AT CAMBERWELL GIRLS GRAMMAR SCHOOL?

Camberwell Girls offers opportunities for every student to be the creator of high-quality work, in an environment focused firmly on the future. Through academic excellence, we pride ourselves on being innovative as well as providing the following benefits to all staff:

- Staff wellbeing focus and fun social activities
- Salaries and packages above Award-level
- Active Professional Learning & Development programs
- Paid Discretionary Leave
- Additional paid Personal/carer's Leave
- Employee Assistance Program available for all staff and their immediate household members

*N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.*



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