



## Position Description

### Junior School Music Teacher



**Bacchus Marsh Grammar**  
South Maddingley Road, Victoria  
Mailing Address  
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## POSITION DESCRIPTION

**POSITION:** Junior School Music Teacher

**POSITION STATUS:** Full time (37.5 hours per week)

**CLASSIFICATION:** Teacher Level

### POSITION OVERVIEW:

As a Prep to Year 4 Music Teacher, you will be responsible for teaching and contributing to the development of a comprehensive music education program for students in the early years of schooling.

Your role will involve teaching fundamental music concepts, fostering a love for music, and facilitating musical exploration and creativity in young learners. The successful candidate will also be required to contribute to the co-curricular life of the school.

### KEY DUTIES & TASKS

#### 1. Curriculum Development

- Work with the Performing Arts staff to development appropriate music curriculum aligned with national standards.
- Create engaging lesson plans that integrate various music elements such as rhythm, melody, harmony, and form.

#### 2. Instruction and delivery

- Teach music theory, history, appreciation, and performance skills to students from Prep to Year 4.
- Use a variety of teaching methods and resources to cater to different learning styles and abilities.
- Incorporate technology tools and digital resources to enhance music learning experiences.

#### 3. Singing and Vocal training

- Conduct vocal exercises and training sessions to improve students' singing abilities, pitch accuracy, and vocal expression.
- Lead choir or vocal ensemble rehearsals and performances as part of the school's music program.

#### 4. Performance and Events

- Coordinate and oversee school music concerts, assemblies, and other musical events involving Prep to Year 4 students.
- Provide opportunities for students to showcase their musical talents and achievements within the school community and beyond.

#### 5. Assessment and Feedback

- Develop and administer formative and summative assessments to evaluate students' musical skills, knowledge, and progress.
- Provide constructive feedback and support to help students improve their musical abilities and reach learning goals.

#### 6. Collaboration and Communication

- Collaborate with classroom teachers, other music educators, and school administrators to integrate music education with cross-curricular activities and school initiatives.
- Communicate regularly with parents/guardians about students' musical development, achievements, and upcoming events.

#### 7. Professional Development

- Keep up to date with curriculum and resource development;



- Maintain VIT Registration and renew annually;
- Maintain adequate technology competencies relevant to teaching;
- Attend appropriate seminars and courses;
- Participate in the Schools professional development programs; and
- Be committed to improvement of student progress through understanding and analysis of data.

#### 8. Managing Self and Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct;
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct;
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation;
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements;
- Manage own development and professional learning relative to this position; and
- To participate fully in all aspects of staff review and appraisal.

#### 9. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values; and
- Participate in meetings in an active & constructive manner.

#### 10. Other duties

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

### ORGANISATIONAL RELATIONSHIPS

- **Reporting directly to:** Head of Faculty: Music and Performing Arts.
- **Direct reports to this position:** n/a
- **Internal Relationships:** This position liaises with internal staff across all levels and external providers as required in a highly professional manner.
- **External Relationships:** External stakeholders including parents, guardians, administrators and other professionals and local community.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- This position is responsible for the successful management of the assigned teaching duties and associated activities;
- Within the philosophies and policies of Bacchus Marsh Grammar, this position is required to assist in the promotion and further development of activities provided; and
- This position will receive broad direction, guidance and informative feedback from senior stakeholders including the Senior Deputy Principal.

### KEY SELECTION CRITERIA

#### Qualifications/Licences

- Current Victorian Institute of Teaching Registration;
- Bachelor's degree in Music Education, Music Performance or related field;
- Appropriate Teaching qualifications;
- First Aid Certificate; and
- Valid drivers' licence.



**Demonstrated Experience and Skills**

- Proven experience teaching music to primary school students
- Proficiency in playing one or more musical instruments and conducting vocal groups.
- Knowledge of music theory, pedagogy, and curriculum development for young learners.
- Strong classroom management and instructional skills with a focus on student engagement and learning outcomes.
- Excellent communication, collaboration, and organizational abilities.
- Ability to create a positive and inclusive learning environment that nurtures students' creativity and musical talents.

**AUTHORISATION**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**Andrew A. Neal**  
Principal

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I, \_\_\_\_\_ have read and agree to abide by the requirements of  
this position description.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_