



Position title: Music Tutor
Reporting to: Head of Faculty – Music
Prepared: May 2026

Overview

Mentone Grammar sets the benchmark for outstanding coeducation from Kindergarten to Year 12. The School is open entry, drawing students from local Bayside and surrounding suburbs. Our renowned Together-Apart-Together model, supported by our campus structure, creates the ideal environment to support students at every age and stage, which has resulted in strong growth and a thriving coeducational community. Mentone Grammar is committed to empowering every student to find their own definition of Happy, Healthy and High Achieving.

Values

Caring – We look after ourselves, our friends and our families. We support and encourage each other. We can care for everyone in some way.

Discipline – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management and work ethic.

Endeavour – We strive to do well even if it's hard work. We have the courage to stand up for what we believe in.

Integrity – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

Resilience – Whatever bad times we go through we can bounce back again. We can seek help to “let go” of what is stopping us from being “ourselves”.

Respect – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

Service – We work voluntarily to help others without expecting anything in return.

Primary Purpose of the Role

It is expected that Instrumental Music Instructors at Mentone Grammar will be sympathetic to the ethos of the institution and work in the true spirit of the institution. The basic function of an instructor is one of the development and implementation of instrumental music skills. When required and as directed, the instructor will be expected to take on additional reasonable duties.

Main Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.



Professional Conduct and Representation:

- Uphold professional conduct and dress code standards as outlined in school policies.
- Act as a positive role model for students and represent the school professionally.
- Adhere to and report breaches of school policies regarding learning, safety, conduct, attendance, and uniform.

Music Program & Instruction:

- Teach private and group music lessons across the school.
- Collaborate with colleagues to develop the music program.
- Manage instruments and equipment, requesting equipment as needed.
- Participate in school music performances.

Communication & Organisation:

- Demonstrate strong organizational, management, and communication skills.
- Practice "best practices" in workplace communication.
- Develop lesson plans and report writing skills.

Student Support & Assessment:

- Attend student performances and concerts.
- Deliver the approved instrumental music curriculum.
- Cater to individual student needs.
- Plan a developmentally appropriate program fostering student growth.
- Create engaging learning environments and set/achieve student goals.
- Provide regular progress updates to parents and maintain student records.

Curriculum and Resource Development

- Participate in the creation, development and evaluation of the instrumental music curriculum
- Use existing resources and, where possible, participate in the creation, development and evaluation of resources for the implementation of the curriculum
- Keep up-to-date with curriculum and resource development
- Participate in ongoing professional learning and the process of professional review
- Support school regulations /policy

Additional Responsibilities:

- Manage personal absences by notifying coordinators.
- Maintain a safe and orderly learning environment.
- Collect and return younger students to class.
- Complete administrative tasks like roll call, scheduling, and ID badge usage.



Key Relationships

Head of Faculty	Director of Learning and Teaching
Principal/ Deputy Principal	Head of Campus
House Coordinator	Performing Arts Coordinator

Qualifications

Required

- Tertiary qualification in relevant area of expertise, including education and music highly regarded
- Current Victorian Institute of Teachers (VIT) registration current Working With Children Check (WWCC)
- Demonstrated experience in teaching within a school
- Good sense of humour and a team player who is willing to contribute to the broader life of the school

Knowledge, Skills and Personal Attributes

- An innovative approach to teaching and experience with engaging students across many different learning capabilities and a keen interest in this aspect.
- Polished communication skills with a high attention to detail

Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Child Safe Standards

Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.
- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.



Mentone Grammar Policies can be found at: www.mentonegrammar.net/policies

Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.