

## Job Opening Report

### Job Opening Summary

<b>Department</b>	018045(Mildura Senior College)	<b>Location</b>	Mildura Senior College
<b>Classification</b>	Ed Support Level 1-Range 3	<b>Role Type</b>	Instrumental music
<b>Job Posting Title</b>	ES1-3 Instrumental Music Instructor (Guitar)		
<b>Subjects/Duties</b>	Music - Instrumental - Guitar	<b>Level</b>	Secondary Years 7-12
<b>Begin Date</b>	28/01/2025	<b>End Date</b>	26/01/2026
<b>Regular/Temporary</b>	Fixed Term		
<b>Hours</b>	30.40		
<b>Reference #</b>	1446436		
<b>Contact Name</b>	Belinda Hudak		
<b>Phone</b>	03 5021 2911		
<b>School Website</b>	www.milsen.vic.edu.au		
<b>Apply By</b>	07/11/2024		

### Position Descriptions

<b>Visible</b>	Internal and External
<b>Description Type</b>	Conditions of Employment

**Description**

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

**Visible Description Type** Internal and External  
EEO AND OHS Commitment

**Description**

Applicants seeking part-time employment are encouraged to apply for any teaching service position and, if they are the successful candidate, request a reduced time fraction. Such requests will be negotiated on a case-by-case basis and will be subject to the operational requirements of the school.

The Department of Education is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms - gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces. It is our policy to provide reasonable adjustments for persons with a disability (see [Workplace adjustment guidelines](#)).

Additional support and advice on the recruitment process is available to Aboriginal and/or Torres Strait Islanders from the Koorie Outcomes Division (KOD) via [marrung@education.vic.gov.au](mailto:marrung@education.vic.gov.au)

**Visible Description Type** Internal and External  
Role

As specified Victorian Government Schools Agreement 2022, Attendance (5)(a)(i) Unless otherwise agreed, an education support class employee will be in attendance for 7.6 hours daily (for a full-time employee) between 7am and 6pm from Monday to Friday.

Range 3 is distinguished by the introduction of management responsibility and accountability for the delivery of professional support services. The role will usually impact beyond the work area or professional field. It seeks to gain cooperation of other staff members or members of the school community to achieve specific objectives, such as in school administration, operations or educational programs.

Direction on targets and goals is provided but the position will have some degree of latitude in determining how they are achieved. This latitude will generally be limited by standard procedures and school policy. Deviation from standard procedures and school policy will require guidance and direction from senior management.

**Description**

The provision of business management responsibilities becomes a feature at range 3. Management of staff to achieve the expected outcomes is a key responsibility. Staff management issues will be resolved with minimal reference to senior management, although guidance will be required in more complex cases. Senior management will be provided with timely reports and advice, although this will generally be confined to matters relating to the immediate work area, service provision or educational program and is unlikely to impact substantially on whole of school operations.

This is the minimum range for positions that carry a mandatory qualification requirement of not less than four years. Professional student support positions become a feature at range 3 (e.g. therapists, psychologists) where standard professional services are delivered. Professional support and guidance will be close at hand and deviation from standard procedures and school policy will require guidance and direction from senior management.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employees position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

<b>Visible</b>	Internal and External
<b>Description Type</b>	Other Information

Thank you for your interest in this vacancy at Mildura Senior College

Applicants should address the key selection criteria.

Attaching your letter of introduction, resume and key selection criteria in one document is most helpful.

**Description** Day time phone numbers are vital to make appointments for an interview in the event that you are shortlisted.

If you have an Employee ID Number, please include it on your application.

Three (3) Referees are required. Please provide names, contact phone numbers and e-mail addresses (Most recent employer is preferred).

A copy of your current WWC card will be required if successful.

**Visible  
Description Type** Internal and External  
Selection Criteria

SC1 Demonstrated high level of proficiency in the respective instrument.

SC2 Demonstrated experience and ability to instruct and support the learning of the specified musical instrument.

**Description** SC3 Previous experience supporting and promoting Instrumental Music programs in schools.

SC4 Demonstrated high level interpersonal and communication skills.

SC5 Commitment to teamwork and working collaboratively with other instructors and classroom teachers within a school setting.

**Visible  
Description Type** Internal and External  
Responsibilities

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**Description** nstrumental Music Instructor is responsible for the following:

To provide instrumental instruction through to Year 12 level to small groups (usually

**1-5) of selected students identified by schools who have an interest in and would benefit from the opportunity to access music tuition.**

To provide individual and group tuition with a focus on the progression to Year 12. This may include supporting students participating in performance exams such as A.M.E.B. or A.N.Z.C.A.

To assist in the development and operation of school music ensembles. (This will be in conjunction with the classroom music teacher or other teaching staff who have primary responsibility at each school).

Provide regular written reports relevant to IMT tuition as part of each schools reporting program of student progress when required.

Assist the classroom music teachers in the preparation of students for school and community-based performances, concerts, workshops, eisteddfods etc.

Work in an effective and professional manner with the classroom music teacher and the IMT Coordinator.

Assist students enrolled in VCE/VM and VET Programmes throughout the district.

Attend and participate in District IMT and school-based meetings as required to support the development and administration of the district IMT program.

Maintain daily communication with the school music coordinator in regard to daily operational matters i.e. changes to the daily timetable and plans, student attendance and allotments.

Attend relevant school briefings when possible.

Maintains their personal, technical and performance music skills to a high level.

To ensure the maintenance of professional standards and relationships with students.

To participate in the annual review process.

In the event of student absence from timetabled classes support the school music program classroom teacher or other duties as directed by the Principal of the timetabled school.

**General:**

Actively seek and participate in professional development (subject to College P&D guidelines).

Attend and participate in ES team meetings.

Participating in the Colleges performance and development processes in line with DET requirements.

General duties as directed by the Principal within the requirements of ES1-3 dimensions of work as listed in the Victorian Government Schools Agreement 2022.

**Other Requirements:**

Although based at Mildura Senior College, this role includes working across the Sunraysia Secondary Schools network which incorporates; Red Cliffs Secondary College, Irymple Secondary College, Chaffey Secondary College, Merbein P-10 College and Mildura Senior College. Time at each school is shared based on student numbers and need.

**Visible  
Description Type**

Internal and External  
Location Profile

Mildura Senior College is an educational landmark located in the heart of Mildura, in north-west Victoria 545 kilometres from Melbourne.

**Description**

The College has a student population in 2024 of 1024 enrolled students with the addition of Year 10 VCE and VET students undertaking accelerated studies. The College is one of a small number of stand-alone Senior Colleges in the state catering exclusively for Year 11 and 12 students undertaking the Victorian Certificate of Education (VCE) or Vocational Major (VM). Mildura Senior College provides access to an unparalleled level of choice in the study areas of the VCE, VM, Vocational Education and Training (VET) and University Enhancement studies. The College has a clear commitment to the Managed Individual Pathways Program providing timetabled classes and Pathways Teachers advocate for all students. This unique learning environment is highly valued by the school community, which sees it as essential to students developing skills crucial to future success.

The College boasts outstanding facilities, which include the Deakin Trade Training Centre, VM Hub, Arts Precinct, Fitness Learning Facilities and numerous undercover student recreational areas. The grounds boast three sporting ovals utilised by college students, neighbouring schools and community sporting groups.

The College is committed to providing suitable senior pathways for all senior students. We work in partnership with our neighbouring 7-10 colleges: Chaffey Secondary College, Irymple Secondary College, Merbein P-10 College, Trinity Lutheran College, Henderson College and Mildura Christian College. There is close cooperation with these colleges to support student transition and orientation. Each year approximately 30% of enrolments come from outside these neighbourhood colleges and include public, catholic and independent schools.

The College provides a young adult learning environment, and a learning philosophy built upon partnerships and strong relationships between teachers and students. Mildura Senior College provides clear pathways to further study and the workplace. Our mission is to deliver excellence in education and training opportunities for all students. Students are supported by full time careers and VET advisors, school to work coordinator, an extensive wellbeing team, student sub-school leaders and a team of staff experienced in the successful delivery of senior studies. Mildura Senior College currently has 136 members of staff including 86 teaching staff.

Mildura Senior College is an inclusive environment that has a diverse student cohort including Koori, Pacifica and EAL students and celebrates this diversity. The Clontarf Academy is one example of a program at Mildura Senior College, targeted at reducing educational disadvantage for students.

The College is committed to Respectful Relationships and being a Safe School. The College values of *Respect, Responsibility, Resilience, Independence and Success* reflect the culture and behaviours the College aims to develop in students, to enable them to become outstanding young people as they transition on their pathways to the future

<b>Visible Description Type</b>	Internal and External Who May Apply
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**Description** Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

**Visible Description Type** Internal and External  
Child Safe Standards

**Description** Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the department's exemplar available at:

<https://www2.education.vic.gov.au/pal/child-safe-standards/policy>

**Visible Description Type** Internal and External  
DE Values

**Description** The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The department's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the department values is available at:

<https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview>

## Job Postings

Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	24/10/2024	07/11/2024
Internet	External Posting	24/10/2024	07/11/2024

## Job Information

**Created By** 09638123(Heidi Earle)  
**Created** 24/10/2024  
**Opening to Fill** L(Limited Number of Openings)  
**Target Openings** 1  
**Available Openings** 1  
**Business Unit** DOEBU(Dept of Education and Training)  
**Company** DOE(Dept of Education and Training)

<b>Status Code</b>	010 (010 Open)
<b>Reason for Job Opening</b>	
<b>Status Date</b>	24/10/2024
<b>Date Authorized</b>	24/10/2024
<b>Fixed Term Reason Verified</b>	

<b>Employees Being Replaced</b>	
<b>Employee ID</b>	<b>Name</b>
08437266	Marcus Hennig

<b>Staffing information</b>	
<b>Region</b>	AUS
<b>Schedule Type</b>	Part-Time
<b>Work Period</b>	DOE Weekly