

Clarinet Instrumental Music Teacher (4 hours per week – Term Time only)

Huntingtower has a long tradition of excellence and consistently performs academically among the top schools in Victoria. We are seeking an enthusiastic and dedicated Clarinet Instrumental Music Teacher to join our highly acclaimed Music Department.

This casual position involves 4 hours per week during term time, teaching individual students. There is strong potential for the clarinet program to expand beyond the initial 4 hours per week. The position requires a motivated, organised and student-focused educator with strong communication skills, specialist instrumental expertise and an ability to foster a positive, supportive learning environment. Whilst the position is primarily clarinet tuition, the ability to play and teach other woodwinds would be seen as an advantage.

Key responsibilities

- Teach individual clarinet students across various year levels
- Prepare students for performances, examinations and ensemble participation
- Direct and support clarinet ensembles as required
- Provide clear communication to students, families and staff
- Contribute to a positive and professional culture within the Music Department
- Uphold and model all child safety and wellbeing requirements and standard

What we are looking for

- Expertise and experience in clarinet performance and instrumental teaching
- A warm, encouraging and student-centred teaching approach
- Strong communication and organisational skills
- Experience working in school music settings (preferred but not essential)
- A commitment to continuous improvement and high-quality music education
- Understanding of the expectations of an independent school environment
- Commitment to the School's values and child-safe culture

Applicants must hold a current Working with Children Check, provide a clear Criminal Record Check and demonstrate a strong commitment to child safety and the wellbeing of young people.

Information about the School can be found on our [website](#) and the position description is available below.

If you are a dedicated, professional and positive educator who would like to contribute to our thriving Music Department, please submit your application including the names, addresses and telephone numbers of three referees via the [Huntingtower School – Employment Opportunities](#) by **Wednesday 3 December 2025**.

We will shortlist and interview applications as they are received and we strongly encourage interested candidates to apply as soon as possible.

The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's

Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The School undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.



Position Description

Instrumental Teacher/Tutor

Nature of Role

The Instrumental Music Teacher/Tutor plays a vital role in the school's Music Department, delivering high-quality one-on-one and/or small group tuition in their specialist instrument(s) and contributing to the broader co-curricular music program. This role is centred around nurturing a love for music in students, supporting their technical and expressive development and fostering a commitment to musical excellence and performance.

The teacher/tutor is responsible for designing and implementing engaging, age-appropriate lessons that align with the school's values and curriculum expectations. They monitor and assess student progress, prepare students for performances, exams, competitions and work collaboratively with other staff to contribute to ensemble direction and school events.

The Instrumental Music Teacher/Tutor is expected to demonstrate professionalism, enthusiasm and a strong commitment to student learning, wellbeing and personal growth. The role may be part-time or casual, depending on student enrolments, and often requires flexible scheduling to accommodate the school timetable and special events.

Main Responsibilities and Duties

The Instrumental teacher/tutor is responsible for the following:

Teaching and Learning

- Deliver engaging and differentiated instrumental lessons tailored to the individual needs, interests and skill levels of students
- Prepare students for performances, recitals, assessments and external music examinations (e.g., AMEB, ABRSM, VCE examinations)
- Maintain accurate records of student progress, attendance and reporting requirements

Ensemble and Co-curricular Involvement

- Support and/or lead relevant school ensembles where required
- Actively participate in school music events such as concerts, assemblies, musicals, tours and festivals as required

Communication and Collaboration

- Communicate effectively with parents/guardians, colleagues and the Music Department regarding student progress and lesson scheduling
- Attend staff meetings, music department planning sessions and relevant professional development as required
- Collaborate with other instrumental and other school staff to promote a unified and thriving music culture

General, Administrative and Other Activities

- Manage lesson schedules in coordination with the school timetable
- Ensure proper care and maintenance of school instruments and resources as required
- Comply with the school's administrative processes for invoicing, reporting and student attendance
- Undertaking other tasks as directed by the Director of Music

Service Excellence and Customer Relationship Management

- Deliver accurate and effective communications to all Stakeholders
- Demonstrate a professional, helpful and friendly attitude
- Build and maintain a respectful and professional relationship with all stakeholders
- A firm belief in and commitment to the mission, vision and core values of the School with an ability to articulate and promote these values.

Position Requirements

- Formal tertiary qualifications in Music
- Demonstrated proficiency in the specialist instrument and an ability to teach from beginner to an advanced level
- Prior experience teaching individual and/or group instrumental lessons
- Ability to inspire and motivate students across a range of age groups and abilities
- Commitment to a quality music program and the development/growth in student numbers learning a musical instrument
- High level interpersonal and time management skills and the proven ability to build trust, rapport and harmonious and cooperative working relationships at all levels
- Ability to work under pressure in a calm and considerate manner, whilst working in a team environment or independently
- Demonstrated good level of analytical, conceptual and problem-solving skills
- Proficiency in ICT skills
- Attend staff meetings and staff professional development days as directed
- A positive history of working with children and experience in child-related work
- A strong belief in child safety and protection and a willingness to be actively engaged in the School's child safe culture
- Will not be required to be in attendance for non-term time
- A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment

Flexibility

- This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience
- Some duties will need to be performed at times other than during normal working hours. These duties have been acknowledged in your time fraction and salary
- The post holder is required to be flexible in developing their role in agreement with the Director of Business Operations and Principal

Key Relationships

- Director of Music – Reports to
- Staff
- Students
- School Community

Health and Safety

- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Responsible for understanding and adhering to the school's risk management policy by identifying, reporting and mitigating risks in their area, modelling appropriate behaviour and participating in relevant training to ensure a safe environment
- Being familiar with emergency procedures and being ready to implement them if necessary

Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives

Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct* and *Staff Code of Conduct*