



NEWHAVEN COLLEGE

Position Description

Woodwind Specialist and Band Program

T (03) 5956 7505 | **Principal** Tony Corr MEdMgmt BEd
1770 Phillip Island Road, Phillip Island, Victoria 3923

A.C.N. 005 751 637 A.B.N. 15 005 751 637

E info@newhavencol.vic.edu.au
 newhavencol.vic.edu.au



DISCOVER NEWHAVEN COLLEGE

Newhaven College is an Independent, ecumenical, and co-educational school. Newhaven College has approximately 940 students from Prep to Year 12. Offering a diverse academic curriculum with a caring pastoral approach. Newhaven College maintains an extremely strong sense of community, with the emphasis on pastoral care a hallmark of the college.

If you're looking to make a difference in the lives of young people, the below information outlined in the position description shall assist.

We strive to provide personalised learning experiences which stem from authentic relationships and a deep connection to our unique environment. In doing so we aim to instil high expectations, promote innovation and encourage critical thinking.

All the core of our Strategic Direction is 'Hearts & Minds' which recognises all our values interconnecting to provide a means of strengthening our capacity to fulfil our aspirations.

Join us on this journey and add value to Newhaven College's future.

OUR SCHOOL VALUES

Respect Honesty Empathy Responsibility Excellence

Job Title	Woodwind Specialist
Reports to	Director of Music
Date	To commence Term 1 2026 School Year
Employment Status	Temporary fixed term contract – part-time (approx. 2 days)
Classification Level	Classification will be determined in accordance with Newhaven College Enterprise Agreement 2023 - 2026, in context of qualification and experience the successful candidate has.



TERMS OF APPOINTMENT

The position is a temporary fixed-term contract, part-time and is subject to a minimum employment period of 6 months from the date of commencement.

POSITION PURPOSE

The Woodwind Specialist's responsibility is to guide the pedagogical development of the woodwind students in the Instrumental Tuition Program and Co-Curricular Music program in Middle School (Years 5-6) at Newhaven College. As a member of the Music team at Newhaven, the Woodwind Specialist will provide leadership to staff working with students playing woodwind instruments and assist the Director of Music in the development and attainment of teaching and learning goals across the program. The Woodwind Specialist will encourage students to participate in music opportunities at the College by engaging students at their ability level and providing appropriate challenges to inspire personal and musical growth.

Responsibilities and Accountabilities

STUDENTS

The Woodwind Specialist will assist the Director of Music to:

- Develop a personal knowledge of each woodwind student within the Individual Music Tuition Program and liaise with parents, support and teaching staff concerning the progress of students in their academic and instrumental music pursuits.
- Make recommendations regarding ensemble involvement and positioning of students enrolled in the Ensemble Program.
- Assist in developing processes to track and monitor student progress.
- Collaborate in the analysis of collected data to reflect upon and refine pedagogical approaches across the department.

STAFF

The Woodwind Specialist in cooperation with the Director of Music will:

- Lead and work with instrumental music teachers and tutors to develop and refine their pedagogical approaches.
- Guide and support instrumental music teachers and tutors in working with individual students.
- Assist in the allocation of students to teachers and collaborate with the leadership group in decisions regarding timetabling and teaching allocations.



PARENTS

The Woodwind Specialist will assist the Director of Music to:

- Encourage parental support of their students.
- Provide information parents need to support and encourage student participation in the Ensemble Program at Newhaven Music.

COMMUNICATION

Through the Director of Music, the Woodwind Specialist is responsible for:

- Keeping the College Leadership Team aware of issues that call for a whole school response as well as specific issues arising within the instrumental music department.
- Communication with parents regarding student progress and attendance.
- Participate in the monitoring and quality assurance of reporting processes utilised within the Instrumental Music Department.

Have the ability and preparedness to work outside normal hours when required.

STUDENT LEARNING

The Woodwind Specialist is required to:

- Develop partnerships with the other members of staff within the Music Department and the broader College environment.
- Contribute to a culture of continual improvement of teaching and learning by modelling and encouraging contemporary pedagogy, professional development, peer observation and effective classroom practices.
- Liaise with music staff to develop and support learning outcomes for students of all abilities.
- Undertake teaching duties as required by the Principal or Director of Music.

NEWHAVEN COLLEGE PROFESSIONAL EXPECTATIONS

- Professional conduct to work with fellow colleagues in a respectful, inclusive collaboratively.
- Have excellent organisational and time management skills.
- Proven ability to manage competing priorities.
- Genuine interest in Newhaven College Community with our Strategic Direction of 'Hearts & Minds' and our [School Values](#).



SELECTION CRITERIA AS OUTLINED BELOW:

- Hold certification in music specialising in Woodwind instruments with relevant experience including instrumental tutoring experience.
- Strong written and oral communication skills with demonstrated experience and ability to liaise with a range of internal and external stakeholders
- Previous experience in the music and education sector would be highly regarded
- VIT registration is an advantage.

SPECIAL CONDITIONS AND REQUIREMENTS

- Maintaining a valid working with Children Check and Current National Police Criminal History Check
- Comply with the College's Code of Conduct and Child Safe Policy
- Understand and adhere to Ministerial Order 870 – Child Safe Obligations.
- Current work rights for Australia

STATEMENT OF COMMITMENT TO CHILD SAFETY

Newhaven College is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and can actively participate in decisions that affect their lives.

At Newhaven College, we have zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position.