



Presbyterian Ladies' College

MELBOURNE

Closing date: Wednesday 11 March 2020

Presbyterian Ladies' College Melbourne is a leading ELC -Year 12 Christian independent day and boarding school for girls offering both the VCE and International Baccalaureate, with an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

PLC seeks to appoint staff with the highest professional skills who can actively support the Christian teachings and ethos of the College.

All staff must commit to a culture that supports and embraces Child Safe Standards.

English as an Additional Language Teacher Position Description

Part-time (0.83 FTE) or full-time, fixed-term replacement position
Years 10 – 12 VCE and 12 IB English B
27 April 2020 – 20 May 2020

We invite applications from enthusiastic and experienced EAL teachers for the following part-time (0.83 FTE) or full-time, fixed-term Long Service Leave replacement position in the Individual Differences Department, commencing 27 April 2020 until 20 May 2020.

Duties Specific to the Position

- teach English as an Additional Language to Years 10, 11 and 12 VCE, and 12 IB English B
- tuition of students at Year 12 level
- communicate with staff on the ongoing needs and/or progress of students
- support all initiatives of the Department including activities for the Highly Able and Talented
- assist in the administration of the Department of Individual Differences, including maintaining and updating student files
- have current VIT Registration
- actively support the Christian teachings and ethos of the College

Reports to:

- Head of Individual Differences
- Deputy Principal (Pastoral, Students and Staff)
- Deputy Principal (Curriculum, Learning and Administration)
- Principal

Works with:

- Senior School Teachers and Staff

Additional Information Relating to the Position

Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds and those with a disability.

Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

In addition to meeting your core functions, duties and responsibilities as outlined, all staff are also required to

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

Staff Expectations

All staff are expected to support the Christian teachings and ethos of the College. Teaching Staff are expected to be exemplary role models in the profession of teaching. Non-Teaching Staff are expected to be professional and maintain the highest standards of work practice.

All Teaching staff are required to be active participants in the College's pastoral care system and to actively support Year Level Coordinators and the Deputy Principal (Pastoral, Students and Staff) or the Head of Junior School in caring for all students. This includes maintaining a positive learning environment, proactively monitoring and supporting student wellbeing, and providing pastoral care in a manner which reflects the College's values.

Staff are expected to

- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation
- co-operate with management in its fulfilment of its OH&S legislative objectives
- report all hazards, injuries, incidents and near misses

- undertake all rostered duties
- develop and maintain professional relationships with colleagues
- adhere to all College policies
- maintain current First Aid certification and other certification as appropriate to their Department requirements
- be eligible to work in Australia
- Teaching staff are expected to attend scheduled staff meetings, House meetings, Year Level meetings, School Assemblies, Chapel Services, Whole School, Year Level and House events
- Teaching staff are expected to participate in outdoor education and co-curricular programs

Attributes of PLC Staff

PLC staff will show a willingness to uphold and support the ethos, expectations and requirements of the College, be a life-long learner, pursue personal and professional growth, seek to support students in all their endeavours, respect and seek meaningful communication with parents / guardians, be empathic and respectful of others' views, considerate and self-disciplined.

Staff Experience

All staff are required to have completed appropriate training and have suitable qualifications for the task or role they undertake. They are also required to ensure all further ongoing training and updating of skills is undertaken as required. Staff should actively pursue professional development regardless of the role or position they hold at the College. All staff will be inducted and participate in ongoing training in child safety.

Senior School All Teaching Staff

Curriculum responsibilities

- follow a curriculum that is consistent with College and Department objectives
- ensure courses are documented in accord with College guidelines and that students are provided with course outlines, a rigorous and stimulating program and relevant assessment details
- engage in professional development activities to ensure knowledge of content and pedagogy is current
- maintain records of professional development activities as required, to maintain full registration by VIT
- document provision for individual differences in curriculum delivery
- work collaboratively with colleagues
- attend all relevant meetings and participate in departmental reviews of curriculum and assessment

Learning expectations

- create a learning environment that fosters trust and respect, and encourages each girl to engage actively in the learning process
- use a rich repertoire of teaching and learning strategies that draw from and beyond the varied experiences of students
- encourage students to question and seek assistance as required
- ensure lessons are varied and include activities designed to engage all students
- set academic expectations that challenge all students without causing undue frustration
- keep abreast of current research literature as it relates to learning theory and pedagogical practice

Assessment and reporting

- ensure all assessment and reporting is consistent with PLC Policy and Departmental guidelines
- set regular homework and provide feedback to students within a reasonable time (refer to Homework Policy)
- maintain accurate records of homework and its assessment
- give students adequate notice of assessment deadlines and detail of assessment procedures
- use a variety of assessment tools across a semester's work, both summative and formative
- complete subject reports in the required style and by the set date
- use a report to convey an honest but tactful appraisal of a student's strengths and weaknesses with an emphasis on strategies for improvement

Pastoral responsibilities

- provide a classroom environment that fosters the development of a healthy self-esteem in students
- be sensitive to the individual needs of students
- be alert to changes in attitude or performance that may indicate an underlying problem and discuss your concerns with the Year Level Coordinator or School Counsellor
- be alert to social behaviours such as bullying that can cause distress and distract students from effective learning
- encourage students to take care of their own books and equipment and to respect the possessions of their peers
- value and encourage the different cultures and backgrounds of our students in meaningful and constructive ways in the classroom

Facilities

- ensure that students respect and maintain the high quality of rooms and equipment
- ensure that any broken or damaged equipment is removed, where possible, and that maintenance is notified

How to Apply:

Applicants should;

1. Download and complete the application form 'Application for Employment - Academic Staff' from the PLC website
2. Prepare a comprehensive letter outlining your suitability for the role, as well as your resume and university transcripts
3. Email all of these documents to the Principal at employment@plc.vic.edu.au by **Wednesday 11 March 2020**.

Mrs Cheryl Penberthy

Principal

Presbyterian Ladies' College, Melbourne

141 Burwood Highway

Burwood Vic 3125

February 2020