Presbyterian Ladies' College
MELBOURNE

Position Description

Position:	**Junior School Classroom Teacher**
Position Status:	Full-time, 12 month fixed-term
Classification:	In accordance with the Presbyterian Ladies' College Teachers Agreement 2019-2021
Reports to:	Head of Junior School. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Presbyterian Ladies' College (PLC) Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate Diploma Program. PLC has 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 who are passionate about education, with the highest professional skills who will actively support the Christian teachings and ethos of the College, and possess a willingness to make a positive difference to the lives of PLC students. This will be visibly demonstrated through their behaviours, attitudes and role-modelling of the four PLC values: truth and excellence, character and integrity, service, care and respect. All staff must also commit to a culture that supports and embraces Child Safe Standards.

Position Overview

A PLC Junior School Classroom Teacher has a passion for and commitment to the ideals of learning within an independent school for girls. The teacher will demonstrate the ability to thoughtfully implement high quality programs, and to work cooperatively with other staff. A focus on high quality teaching and continuous improvement of our curriculum and student learning experiences is paramount. The teacher's pedagogy and practice will be informed by contemporary teaching approaches, teaching for understanding and the use of relevant technologies.

The PLC Junior School curriculum is carefully designed to be engaging and innovative, and to enable girls to excel. It is focused on building strong foundations in the classroom through literacy, numeracy, integrated studies and personal and social development. This is supplemented by a wide range of engaging programs in specialist areas of Music, French, Christian Education, ICT, Art, Science, Drama and Dance, Library and Physical Education, including swimming. Access to technology for students is both in the classroom and in the ICT centre.

Within the Junior School there are 23 classes, class teachers, specialists and support staff. There are 3 classes at each level from Preparatory to Year 4 and then 4 classes at Year 5 and Year 6.

The approach to learning in the Junior School is further enhanced by the expansive, purpose-built facilities and open outdoor play and sporting spaces.

Key Responsibilities:

Examples of duties include but are not limited to:

- create a learning environment that fosters trust and respect and encourages each girl to engage in the learning process
- develop a dynamic and inspiring learning environment which supports individual excellence
- establish a classroom culture of care and support for the individual needs of students
- develop assessment tools which support the provision of feedback for future learning and monitors individual student progress
- create opportunities for the development of strong character and good citizenship in every student
- select and use relevant teaching strategies to develop knowledge, skills, problem-solving and critical and creative thinking
- effectively integrate ICT to enhance teaching and learning practice
- contribute to the co-curricular and extra-curricular life of the College
- contribute actively and collaboratively within teaching and learning teams
- engage with colleagues, parents and the community with integrity, respect and humility
- contribute positively to College projects and initiatives which support the goals outlined in the Strategic Plan
- engage in professional learning to address the identified needs of learners, update knowledge and practice and support continuous improvement for the individual, department / area, and the College
- uphold the values and actively support the Christian ethos of the College
- ensure College Policy is adhered to at all times
- undertake any additional responsibilities and duties as designated by the Head of Junior School

Other Duties

- attend scheduled staff meetings, Year Level meetings, School Assemblies, Chapel Services, Whole School and House events
- attend camps, concerts, excursions and other extra-curricular activities that their class is involved in
- actively contribute to a broad range of College activities and attend after hours commitments when required
- actively contribute to College-wide committee

Qualifications / Registrations / Certifications:

- Relevant Teaching qualification
- Current Victorian Institute of Teaching (VIT) registration

Knowledge, Skills and Experience:

- proven experience as a Primary educator
- able to cater for a range of abilities and learning styles
- be trained in the Spalding method or be willing to undertake such training
- demonstrated strong content and pedagogical knowledge in the teaching of Primary students
- demonstrated passion for teaching Primary students
- the ability to successfully plan and implement well-structured teaching and learning programs that engage students and differentiate learning
- the ability to work within, and contribute, to a highly collaborative team
- the ability to successfully contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge, curriculum development and practice
- a commitment to ongoing learning and professional development

Key Relationships:

- Head of Junior School
- Deputy Head of Junior School
- Department Coordinators
- Year Level Coordinators
- Junior School Teachers
- Junior School Specialist Teachers

Additional Information Relating to the Position

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

We value:

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

We seek to promote the development of staff and students who exhibit the following attributes:

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate:* a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

All staff commit to:

- the Christian Ethos of the College
- Child Safety
- the Values and Behaviours of the College
- College policies, Staff Code of Conduct and legislative requirements
- Health, Safety and Wellbeing

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 attending to Child Safety all staff must:

- 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 (Employee) 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

Health, Safety and Wellbeing Commitment

Presbyterian Ladies' College (PLC) is committed to providing a safe workplace and learning environment that supports and enhances the health and wellbeing for students, staff, contractors, visitors and volunteers.

PLC will provide and maintain a working environment that is safe and free of risks to health so far as is reasonably practicable, comply with OHS Legislation as a minimum standard, strive to fully integrate health

and safety in to all aspects of College activities, establish a leader-led positive safety culture, and continuously promote and improve its health and safety practices.

In attending to Health, Safety and Wellbeing all staff must:

- participate in OHS related induction and training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

Policy and Compliance Commitment

Staff Obligation to Privacy

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

In attending to policy and compliance all staff must:

- perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position
- maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies
- participate in mandatory compliance training
- maintain a current knowledge of, and compliance with the College's policies
- report and escalate compliance concerns, issues and failures

Mrs Cheryl Penberthy
Principal

6 October 2021

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.