



## *Presbyterian Ladies' College*

MELBOURNE

### Position Description

<b>Position:</b>	<b>Junior School French Teacher Prep to Year 6</b>
<b>Position Status:</b>	Full-time, ongoing
<b>Classification:</b>	In accordance with the Presbyterian Ladies' College Teachers Agreement 2019-2021
<b>Reports to:</b>	Head of Junior School. All positions in the College ultimately report to the Principal

### Presbyterian Ladies' College

Presbyterian Ladies' College Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. 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 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.*

### Position Overview

Presbyterian Ladies' College is seeking to appoint a creative, enthusiastic and experienced Junior School French Teacher with energy and vision.

The successful applicant will teach at all levels in the Junior School from Preparatory to Year 6. They will be responsible for developing a high quality Primary French curriculum and for promoting and nurturing the learning of the French language in their teaching. The successful applicant will be an excellent classroom practitioner/ teacher candidate whose teaching is informed by contemporary educational research. They will be committed to their own learning and professional development. Passionate about their field, they will demonstrate the ability to build a culture of success in and enjoyment of French by students and ensure high standards of teaching and learning in this subject.



PLC is an accredited International Baccalaureate (IB) School

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Principal  
Cheryl Penberthy  
MEd BEEd MACE

The PLC Junior School curriculum is carefully designed to be engaging, 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 and 50 staff, including 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. Small class sizes enable the learning of each girl to be monitored and extended. 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:**

- be a native or near-native speaker of French (please note, candidates may be asked to complete a language proficiency test and part of the interview will be conducted in French)
- develop, maintain and oversee the implementation of a highly effective French program from Preparatory to Year 6
- plan to achieve set College and Junior School goals in French for teaching and learning
- have a knowledge of specific teaching strategies for Language instruction
- organise whole school and year level activities such as competitions and special days to promote achievement and engagement in the learning of French
- implement agreed processes for planning curriculum documentation and best practice programs in collaboration with the Head of Curriculum and Pedagogy and the Head of French in Senior School
- ensure French maintains a strong profile in the school
- ensure personal and professional development is ongoing and abreast of curriculum initiatives in Primary Language
- use Information and Communication Technology competently
- ensure College Policy is adhered to across the Department
- maintain appropriate student data showing results achieved in French
- represent French when required at whole school meetings and information evenings
- undertake any additional responsibilities and duties as designated by the Head of Junior School

**The successful applicant will:**

- have a passion for and commitment to the ideals of learning within an independent school for girls
- have the ability to form positive working relationships with adults and children
- be a proactive person with initiative and drive
- be committed to the integrity and Christian ethos of the College

In addition, they will be an active member of the Junior School staff, participating in whole school events, as well as organising some special events such as French Day. The Primary French Teacher will liaise with the Head of French to ensure a smooth transition from Junior School into Senior School for the girls.

### **Qualifications / Registrations:**

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

### **Key Relationships:**

- Junior School Teachers and Staff
- Head of French, Senior School

## **Teaching Staff – Junior School**

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

### **The responsibilities of PLC teachers:**

- uphold the values and actively support the Christian ethos of the College
- 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
- 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
- develop a classroom environment which fosters engagement
- develop assessment tools which support the provision of feedback for future learning and monitors individual student progress
- 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
- 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

### **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 teaching staff are required to:**

- be active participants in the College's pastoral care system and to actively support Year Level Coordinators, the Junior School Leadership Team and the Head of Junior School in caring for all students
- attend scheduled staff meetings, Year Level and Department meetings, Junior School assemblies, chapel and camps
- undertake all rostered duties
- develop and maintain professional relationships with colleagues
- adhere to all College policies
- maintain current certifications and training as appropriate to position requirements
- be eligible to work in Australia

**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

**In attending to Occupational Health and Safety all staff must:**

- participate in OHS related 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 and to the OHS Manager
- 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

## **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.

## **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.

## **Mrs Cheryl Penberthy**

Principal

**August 2020**

*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.*