



Presbyterian Ladies' College

MELBOURNE

Position Description

Position:	Junior School Learning Enhancement Teacher Prep to Year 6
Position Status:	Full-time, ongoing
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 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 Learning Enhancement Teacher with energy and vision.

The successful applicant will be a dynamic educator and an outstanding teacher with relevant experience and qualifications in catering for learning support. This position is full-time and permanent from the beginning of the 2021 school year. A minimum requirement is a postgraduate qualification with a Special Education or similarly a 4-year Bachelor of Education qualification. The appointee will work as a member of the Learning Enhancement Department, which provides for the development of talent and support of learning difficulties through a range of programs. As a teacher the successful applicant would be responsible for teaching small groups and individual students.

Their practice will be informed by contemporary teaching approaches, teaching for understanding and the use of relevant technologies. We seek a reflective practitioner who is committed to their own learning and the learning of others. They will possess the ability to form positive relationships with students and parents and an ability to contribute to a professional team of teachers.

The PLC Junior School curriculum is carefully designed to be dynamic, innovative and 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, 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 teachers including class teachers and specialists. 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.

Duties Specific to the Position

The Junior School Learning Enhancement Department is a highly regarded service department within the College overseeing three areas of need: the gifted and talented program, special needs/learning support and EAL from Preparatory to Year 6. As a member of this team the Learning Enhancement Teacher would teach students from Prep to 6 for learning support.

The successful applicant must be an experienced, qualified Special Education Teacher with excellent diagnostic skills and the ability to provide support for girls from Preparatory to Year 6.

Key Responsibilities:

- be familiar with contemporary teaching practice specifically for those students who require assistance
- undertake face-to-face teaching of students, individually or in small groups, working on specific learning needs
- administer tests and assessments for the purpose of evaluating students' academic ability and update and maintain accurate records
- monitor students' progress through the establishment of effective support programs
- advise classroom and specialist teachers on effective teaching and learning strategies for students who require differentiation
- communicate clearly with staff and parents in relation to student learning including formal reports
- develop and monitor Individual Learning Plans for identified students, working closely with class teachers, parents and external specialists
- collaborate with Learning Enhancement Department staff, parents and various community agencies for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum
- consult with the School Counsellor, working closely to provide a wider perspective and understanding of the child's development
- undertake ongoing professional development to extend expertise in the specific subject area in collaboration with the Junior School Head of Staff Development
- keep thorough documentation related to student learning programs, reflections on student learning, communication with staff, parents and specialists
- meet with staff and parents to discuss student learning and progress
- actively participate in the NCCD process, working closely with staff and the Learning Enhancement Department
- teach and establish programs such as Early Birds and JEMM
- be a trained Spalding teacher or be willing to undertake training
- other duties as allocated by the Head of Learning Enhancement Department

As a teacher in the Learning Enhancement Department the successful applicant will be:

- a person with strong organisational and interpersonal skills
- a proactive person with initiative and drive
- an innovative thinker with the energy to achieve objectives
- a person who works collaboratively with others
- committed to the integrity and Christian ethos of the College
- able to demonstrate excellent written and oral skills
- able to initiate and implement programs aligned with the College's values

Qualifications / Registrations:

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

Key Relationships:

- Learning Enhancement Department Staff
- Junior School Counsellor
- Junior School Teachers and Staff

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

October 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.