Closing date: Friday 8 November 2019

Presbyterian Ladies’ College Melbourne is a leading ELC-Year 12 Christian independent school for girls 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, and with an innovative, nurturing and state-of-the-art Junior School.

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.

Junior School Music Teacher
Role Description
Prep to Year 2
Part-time (approximately 0.4 FTE), ongoing

We invite applications from creative, enthusiastic and experienced Junior School Music Teachers with energy and vision, for this part-time (approximately 0.4 FTE), ongoing position to commence Term 1 2020.

All applicants must be prepared to participate in the co-curricular and outdoor education programs of the College.

The successful applicant will be a dynamic educator who is committed to our school’s mission of educating the whole person for the whole of life. The appointee will demonstrate the ability to thoughtfully implement high quality programs, and to work cooperatively with other staff, with a focus on high quality teaching and continuous improvement of our curriculum and student learning experiences. Their pedagogy and 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 both with students at the primary level and an ability to contribute to a productive team of teachers.

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.
Duties Specific to the Position
The successful applicant will be an outstanding music teacher. Their practice will be informed by a knowledge of the Kodaly method, contemporary educational research, 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.

The appointee will demonstrate the ability to thoughtfully implement existing music curriculum and work co-operatively with other staff with a focus on continuous improvement of our curriculum and teaching and learning, and will have a current Victorian Institute of Teaching registration.

Position responsibilities of role:
The key roles of the Junior School Music Teacher will include but are not limited to:
• implementing a dynamic classroom curriculum based on the Kodaly method for girls from Preparatory to Year 2
• planning and assessing to maximise student learning in music
• creating a learning environment that fosters trust and respect and encourages each girl to engage in the learning process in such a way that a love of music is engendered
• coordinating an appropriate range of performance opportunities including concerts
• communicating effectively with staff, students, parents and the broader community
• organising programs to address individual student learning needs
• contributing actively to the overall work of the school as a community of learners.

Applicants should demonstrate:
• the capacity to deliver a high quality Kodaly method class music program
• the ability to encourage student learning and achievement in music
• the capacity to organise appropriate music performance opportunities
• the ability to develop productive relationships with students, staff and parents
• high quality organisational, administrative and presentation skills

The successful applicant will
• be willing and able to teach Class Music at the Junior Primary level
• have proven experience as a Primary educator able to cater for a range of abilities and learning styles
• demonstrate the ability to work and plan co-operatively with staff
• create a learning environment that fosters trust and respect and encourages each girl to engage in the learning process
• ensure personal and professional development is ongoing and abreast of curriculum initiatives in Primary education
• attend camps, concerts, excursions and other extra-curricular activities that their class is involved in
• use Information and Communication Technology competently
• have current Victorian Institute of Teaching registration
• contribute to the co-curricular and extra-curricular life of the College
• actively support the Christian teachings and ethos of the College

Extra Activities
Junior School staff are expected to attend their Year Level camp and involve themselves in some of the following activities:

<table>
<thead>
<tr>
<th>Assemblies</th>
<th>CIS Committees</th>
<th>Parent Information Evenings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Sports</td>
<td>Concerts</td>
<td>Patchwork (PLC Magazine) articles</td>
</tr>
<tr>
<td>Archives Liaison</td>
<td>Co-ordinating Student Teachers</td>
<td>Playground Duty</td>
</tr>
<tr>
<td>Art Exhibition</td>
<td>Curriculum Committees</td>
<td>PLC in Print</td>
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<tr>
<td>Book Club</td>
<td>Curriculum Evenings</td>
<td>Professional Development</td>
</tr>
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Camps:

- JOYCE Camp
- Year 3 Camp
- Year 4 Camp
- Year 5 Camp
- Year 6 Camp
- Car Park Duty
- Chess Club
- Christian Fellowship

Family Maths and Science Nights
First Aid
Future Problem Solving
House Leaders
JOYCE Club
Junior School Musical
Junior School Photographer
Mathematics Olympiad
Occupational Health and Safety
Saturday Tours
School Team Sports
Subject Co-ordinators
Social Committee member
Social Service Activities
Swimming Sports

Reports to:
- Deputy Principal, Head of Primary, ELC to Year 6
- Principal
- Director of Music

Works with:
- Junior School Music Coordinator
- Music and Junior School 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
- 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 (Students) 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.

**All Junior School 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 and assessment details
- engage in professional development activities to ensure knowledge of content and pedagogy is current
- make 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 in the learning process
- use 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
- be aware of current research literature as it relates to learning theory

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
- 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
- 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

Facilities
- ensure students treat classrooms, their furniture and equipment with care
- expect students to leave a room, and the equipment they have been using, in a state fit for the next class
- ensure broken furniture is removed and maintenance is notified of the need for repair or replacement.

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 CV and university transcripts
3. Email all of these documents to the Principal at employment@plc.vic.edu.au by Friday 8 November 2019.

Mrs Dawn Clements
Principal
Presbyterian Ladies’ College, Melbourne
141 Burwood Highway
Burwood  Vic 3125

October 2019