



## *Presbyterian Ladies' College*

MELBOURNE

### Position Description

<b>Position:</b>	<b>Junior School Science Teacher (Prep to Year 6)</b>
<b>Position Status:</b>	Full-time, fixed-term position for 2022 (with the possibility of an ongoing appointment after this initial term)
<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 (PLC) 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

This position teaches Science at all levels in the Junior School from Prep to Year 6. The incumbent will be responsible for developing a high-quality Primary Science curriculum and promoting and nurturing the learning of Science.

The incumbent will be an excellent classroom practitioner / teacher candidate whose teaching is informed by contemporary educational research in areas such as inquiry and project-based learning. Passionate about your field, you will demonstrate the ability to build a culture of success in and enjoyment of Science by students, and ensure high standards of teaching and learning in this subject. Previous experience in an inquiry-based, concept-driven classroom would be advantageous.

### Key responsibilities:

- demonstrating strong content and pedagogical knowledge in the teaching of Primary Science and the understanding of how to link Science with Engineering and Technology
- providing opportunities for students to apply scientific knowledge to life beyond the classroom, developing citizenship and social conscience
- developing, maintaining and overseeing the implementation of an innovative Science program for Prep to Year 6 in collaboration with the Head of Curriculum and Pedagogy

- creating lessons that prioritise the learning dispositions of collaboration, problem-solving, critical and creative thinking, citizenship and communication
- representing Science when required at whole College meetings and information evenings
- being an active member of the Junior School staff, participating in whole College events, as well as organising special Science events for the students, staff and parents of the Junior School
- liaising with the Senior School Head of Science to ensure a smooth transition from Junior School into Senior School for the girls
- undertaking any additional responsibilities and duties as designated by the Head of Junior School

#### **Qualifications / Registrations / Certifications:**

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

#### **Knowledge, Skills and Experience:**

- demonstrated enthusiasm and experience for the teaching and learning of Primary Science
- the ability to successfully plan and implement well-structured learning and teaching programs that engage students and promotes learning
- outstanding classroom teaching skills and a capacity to set explicit, challenging and achievable learning goals for all students
- 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 positive, proactive approach to students, peers, parents and members of the wider community
- a commitment to ongoing learning and professional development

#### **Key Relationships:**

- Head of Junior School
- Deputy Head of Junior School / Junior School Head of Curriculum and Pedagogy
- Junior School Learning Coordinator
- Junior School Teachers and Staff

#### **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

#### **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 and the Deputy Principal (Pastoral, Students and Staff) or the Head of Junior School in caring for all students
- attend scheduled staff meetings, House meetings, Year Level meetings, School Assemblies, Chapel Services, Whole School, Year Level and House events
- participate in co-curricular programs and outdoor education, attending a camp each year
- 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 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.*