



*Presbyterian Ladies' College*

MELBOURNE

## Position Description

<b>Position:</b>	<b>Early Learning Centre Music Tutor</b>
<b>Position Status:</b>	Casual (approximately 4 hours per week)
<b>Classification:</b>	In accordance with the Educational Services (Schools) General Staff Award 2020
<b>Reports to:</b>	Head of Early Learning Centre. 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 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.

## Early Learning Centre

The Early Learning Centre provides exceptional early childhood programs for children from 6 months to school age. The Centre operates for 48 weeks each year, closing for 4 weeks during the Christmas vacation.

Children enrolled in the 3-year-old Kindergarten and 4-year-old Pre-Prep programs have the option to attend for 48 weeks per year (full-time or part-time) between 7.45am and 6.00pm or for the duration of the PLC school terms between the hours of 8.30am and 3.30pm.

## Position Overview

The successful applicant will be a dynamic music educator and an outstanding teacher who is committed to our school's mission of educating the whole person for the whole of life, with a particular focus on younger children. The ELC Music Teacher is required to teach 2 x Kindergarten classes and 3 x Pre-Prep classes each week. The successful applicant would need to be flexible across 3 mornings, approximately 4 hours in total per week. The Early Learning Centre Music Teacher will support and work alongside the Early Childhood Teachers during classes held in the school term.

The successful applicant will be;

- an experienced Music educator, able to cater for a range of abilities
- able to encourage student involvement in the Music program
- 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 working flexible hours as demanded by the role
- able to demonstrate excellent written and oral skills
- committed to the integrity and Christian ethos of the College

*Strong piano playing and accompanying skills would be an advantage*

### **Key responsibilities:**

The key roles of the ELC Music Teacher will include but are not limited to:

- implementing a dynamic music program for the 2 classes of Kindergarten and 3 classes of Pre-prep children
- planning and assessing to maximise student learning in music
- creating a learning environment that fosters trust and respect and encourages each child to engage in the learning process in such a way that a love of music is engendered
- supporting and managing an appropriate range of performance opportunities including concerts and ELC Community events within a team environment
- communicating positively with children, staff, parents and the broader community
- working with Early Childhood teachers, room leaders and other staff to provide a music program that complements the ELC curriculum
- actively support every child to participate in the program ensuring that children's agency and interests are promoted
- ensuring that all practices are in accordance with the National Quality Framework and reflect the philosophy, policies and procedures of the ELC
- developing and maintaining respectful, supportive, collaborative and responsive relationships with College staff, families and children
- working cooperatively and collaboratively with other staff to provide a safe, caring, welcoming and stimulating environment for children within the Centre
- contributing actively to the overall work of the Centre as a community of learners.
- participating in staff development, professional growth and training opportunities as deemed appropriate
- adhering to the ELC Code of Conduct Policy

### **Knowledge, Skills & Experience**

- the capacity to deliver a high-quality 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

### **Key Relationships:**

- Early Learning Centre staff, children and families

Please direct any enquiries for this position to the Early Learning Centre on 9808 0077.

### **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

All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.

**Mrs Cheryl Penberthy**  
Principal

November 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.*