



Position Description

Position:	Physical Education Teacher
Position Status:	Full-time, ongoing position
Classification:	In accordance with the Presbyterian Ladies' College Teachers Agreement 2019-2021
Reports to:	Director of Sport. 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

Physical Education, Health and Sport are integral parts of a PLC education, as the girls develop their own physical fitness and skills whilst gaining an understanding of the importance of teamwork, commitment and fair play. The program enjoys the use of extensive outdoor facilities, including a world class hockey pitch that doubles as nine tennis courts, a grass oval, four outdoor netball / basketball courts and an indoor modern aquatic centre with a 25-metre swim and dive pool.

All members of the Physical Education and Sport Department are expected to fully support the day-to-day operations of the department and to be involved in and contribute to the House sport program.

Key Responsibilities:

Examples of duties include but are not limited to:

Teaching

- fostering student passion, interest and excellence in Physical Education and Health
- teaching the subject creatively and with academic rigour
- creating a learning environment that enables trust and respect, engaging all students in the learning process and catering for diverse abilities and learning styles
- working with members of the Physical Education and Sport Department team to plan and deliver units of work and related assessments



Other Duties

- as directed by the Director of Sport
- GSV Sport Coaching
- active participation in the College's pastoral care system and support of 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 week-long (five day) camp each year
- actively contribute to a broad range of College activities and attend after hours commitments when required
- actively contribute to College-wide committees

Key Relationships:

- Director of Sport
- Head of Physical Education and Health
- Physical Education and Sport Department
- Senior School Teachers and Staff

Qualifications / Registrations / Certifications:

- Relevant teaching qualification
- Current Victorian Institute of Teaching (VIT) registration
- Current First Aid Certificate
- AUSTSWIM qualification

Knowledge, Skills and Experience:

- demonstrated knowledge and understanding of current teaching and learning approaches in relation to Physical Education and Sport
- demonstrated passion and enthusiasm for the teaching and learning of Physical Education and Sport
- knowledge and experience in teaching VCE Health or Physical Education desired
- 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
- competence in preparing materials and using technology for online learning
- excellent communication skills both written and verbal
- ability to work within and contribute to a team of highly accomplished teachers of Physical Education, particularly in the context of planning units of work and related assessments
- ability to successfully contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge, curriculum development and practice
- experienced at coaching across a wide range of sports extra-curricular sport programs
- ability to enthuse and motivate others
- competent in applying information technology to administration and to facilitate learning
- ensure that documentation is in accordance with College requirements
- ensure personal and professional development is ongoing and abreast of curriculum initiatives in Physical Education and Health
- a positive, proactive approach to students, peers, parents and members of the wider community



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

Mrs Cheryl Penberthy
Principal

September 2022

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