



Position Description

Position:	Head of Business Studies
Position Status:	Full-time (1.0 FTE), ongoing teacher appointment 5-year fixed term as Head of Business Studies (with option for review and reappointment)
Time Release:	8 periods per cycle (0.2 FTE)
Classification:	This position receives a Responsibility Allowance Level C in accordance with the Presbyterian Ladies' College Teachers Agreement 2022-2024
Reports to:	Deputy Principal (Curriculum and Learning). All positions in the College ultimately report to the Principal

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



Position Overview

The Head of Department role is an important leadership and management role in the College. This position oversees the curriculum for Business Management, Legal Studies, Politics, Economics, Accounting and Years 9 and 10 Commerce.

The Head of Department is expected to display leadership in curriculum development and pedagogy, with particular focus on the disciplines within the department across Years 9–12 and to promote creative, innovative thinking among colleagues. The Head of Department is also expected to manage both the teaching staff and the curriculum implementation needs of the department (documentation, resources, compliance procedures, processes that improve student achievement).

This role reports to the Deputy Principal (Curriculum and Learning) for the review, development and implementation of curriculum, for the quality of teaching and learning within the department area, including student progress. This position also liaises closely with the College Staff Development Team and College teaching and learning leaders and coordinators.

The Head of Department works with the Deputy Principal (Curriculum and Learning) to bring vision, professional leadership and management skills to their Department.

Head of Department responsibilities and accountabilities:

Examples of duties include but are not limited to:

Leadership

- contributing to the development and implementation of strategies, processes, activities and events that ensure College-wide alignment of all aspects of curriculum for the Department
- maintenance by the department of high levels of expectation and standards of teaching and learning, assessment and reporting
- participating in College processes to select, appoint and deploy Departmental staff
- assisting in the ongoing development and performance reviews of Department staff
- implementing the Staff Development program in line with College priorities and Department needs
- leading and managing teachers in a manner to ensure the cohesive functioning of the Department as a professional learning team
- ensuring appropriate induction and mentoring of new staff into Departmental protocols
- providing mentoring to individual department staff as appropriate to facilitate their professional growth and efficiency
- contributing to Heads of Department meetings
- planning and running of Department meetings and professional learning sessions for the Department
- leading the Department's contribution to/participation in the development and implementation of the College's Strategic Plan goals, priorities and initiatives
- acting as the 'public face' of the Department by attending public presentations and information evenings, liaising with parents and providing information for advertisements, promotions and publications

Management

- ensuring compliance with all College policies
- ensuring Department compliance with the requirements of the VCAA, IB and ACARA in relation to implementation of VCE, IB and the Australian Curriculum
- assisting the Deputy Principal to determine future budgetary requirements for the faculty
- overseeing the management of Department budget, resources, facilities and/or equipment



- taking a lead role in promoting and supporting students, staff and visitor safety and well-being, anticipating and responding accordingly to potential risks
- demonstrating full awareness of Occupational Health and Safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- being familiar with emergency procedures and being ready to implement them if necessary
- demonstrating a high level of administrative, communication and organisational skills to ensure the effective operation of the Department
- collaborating with the Deputy Principal in regard to strategic collation, analysis and interpretation of student learning data to inform Department practice

Written Curriculum

- collaborating with the IB, VCE and Years 7-10 Learning Coordinators with respect to overall curriculum review and development strategy
- overseeing of ongoing review and currency of Department curriculum and unit plans for Years 9-12

Teaching and Learning

- ensuring alignment of teaching and learning in the Department with the expectations of all aspects of curriculum, assessment and reporting
- providing support and guidance to staff in regards to teaching practices and student needs
- initiating and leading activities that focus on enhancing learning for all students
- promoting an inclusive learning environment that meets the diverse needs of students
- working with wellbeing leadership teams, as well as Learning Enhancement, to monitor student progress and, where necessary, implement structures for students who require additional support
- keeping abreast of and sharing current research and developments regarding effective pedagogies relevant to the department
- leading coordination and consistency in the provision, use and evaluation of curriculum resources (including resource lists, online resources etc.) for the Department

Assessment

- providing annual reviews of results (VCAA, IB) and leading the development of strategies to further enhance Department results
- overseeing and managing the implementation of assessment policies, processes, and standards for the Department, including development and moderation of assessment tasks, preparation of examinations, standardisation of marking and, where appropriate, alignment with ACARA, IBO, VCAA expectations

Other Duties

- as directed by the Deputy Principal (Curriculum and Learning) including where necessary assistance to other Senior Executive members
- active participation in the College's pastoral care system and support of Year Level Coordinators and the Deputy Principal (Wellbeing) 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
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance



Key Relationships:

- Business Studies Department teachers
- Heads of Department
- Senior School Teachers and Staff

Mandatory Qualifications / Registrations / Certifications:

- relevant Teaching qualification
- current Victorian Institute of Teaching (VIT) registration
- current certification, or willingness to obtain certification, through PLC-run programs:
 - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
 - Asthma First Aid certificate
 - Anaphylaxis Management certificate
 - MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

Please note: Staff are required to maintain current certification and compliance training as required

Knowledge, Skills and Experience:

- demonstrated experience as a Business Studies educator, preferably with specific background teaching Economics and Accounting
- passionate and enthusiastic for the teaching and learning of Business Studies
- advocate for the Business Studies program and able to speak knowledgeably to parents and students about the operations of the program
- timely and effective decision maker who ensures the smooth running of the Department
- positive, trusted and respected role model for staff within the Department
- focused on building a culture of collegiality and professionalism within the Department
- leader, mentor and guide for staff to achieve their optimal performance
- a proactive approach to the effective pastoral care of students
- ability to plan and implement well-structured learning and teaching programs that engage students and promote learning
- outstanding classroom teaching skills and a capacity to set explicit, challenging and achievable learning goals for all students
- ability to contribute to a team of highly accomplished teachers of Business Studies, particularly in the context of planning units of work and related assessments
- contributes to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge, curriculum development and practice

Key Attributes:

- ability to work independently and collaboratively as required
- strong organisational skills and administrative capability
- calm under pressure
- possesses a strong work ethic
- exceptional communication skills, displaying sensitivity and discretion
- positive and proactive approach to students, peers, parents and members of the wider community
- an advocate for the international mindedness of the School
- high levels of confidentiality, trust, credibility and honesty
- ability to adapt and operate effectively in a challenging and changing environment
- commitment to striving for continuous improvement and achieving exceptional outcomes
- a commitment to ongoing professional learning and growth in skills



Presbyterian Ladies' College
MELBOURNE



Mrs Cheryl Penberthy
Principal

May 2025

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