



Position Description

Position:	Head of Keyboard
Position Status:	Full-time, ongoing
Classification:	In accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Reports to:	Director of Music. 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.



Context of the Position

At PLC, over 700 students undertake instrumental tuition and ensembles include an orchestra, wind bands, string orchestras, stage and jazz bands, and pipes and drums. There is an extensive chamber music program and the College also has a rich tradition of singing, with many students belonging to one or more of the ten choirs.

To support this diverse program, we have an extensive music department of over 40 salaried and visiting music teachers with staff in charge of Strings, Woodwind, Percussion, Keyboard, Brass, Choral and Curriculum.

Position Overview

The extensive academic and co-curricular music program at PLC is widely recognised for its excellence, breadth and standing both within the College and the wider community. It holds a very important and special position within the College.

The academic music program commences in the Junior School and continues through to the VCE and IB Diploma, with music being offered as either a core or elective subject at every year level. Three academic music staff and a Coordinator of Music in the Junior School undertake the classroom teaching. A specialist Early Learning Music teacher also provides an innovative music program in the Early Learning Centre.

The Head of Keyboard reports to the Director of Music. The incumbent will be required to teach both group and individual lessons in the Junior and Senior School, as well as take part in the Co-curricular Music Program of the College.

Key Responsibilities:

Examples of duties include but are not limited to:

Teaching & Leadership

- leading and running the PLC Keyboard program
- ensuring a professional, high quality and consistent approach to teaching piano students (beginner to VCE/IB Diploma level)
- providing leadership, support, and guidance to other teaching staff within the Keyboard team
- identifying new ideas and trends in pedagogy, including new or altered syllabi
- attending relevant curriculum and planning meetings, as well as information evenings
- attending conferences and meetings relevant to piano pedagogy, and the Department
- tutoring chamber groups as requested
- accompanying students and choirs as requested
- participating in College processes to select, appoint, and deploy Departmental staff
- ensuring appropriate induction and mentoring of new staff into the team
- participating in the College's Professional Learning program, as well as engaging 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
- ensuring ongoing personal and professional development in piano performance and pedagogy
- organising, coordinating, and supervising AMEB and ABRSM examinations
- actively promoting the Piano and the Keyboard Department within the College
- attending Music meetings and other meetings, as identified by the Director of Music

Administration & Operations

- organising piano concerts, workshops and masterclasses



- representing the College at functions and organisations pertinent to the PLC Keyboard Department
- identifying suitable functions and opportunities which would benefit the PLC Keyboard Department
- attending concerts, performances and Music Camp when required, which may be out of school hours
- coordinating all piano accompanying throughout the College (rehearsals, concerts, exams)
- ensuring that all pianos within the College are well maintained
- maintaining up-to-date knowledge of the Music Staff Handbook and adhering to all Occupational Health and Safety requirements
- writing and proofreading student Semester Reports
- attending Music School parent teacher nights
- ordering relevant music and books for the department

Other Duties

- as directed by the Director of Music
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health and Safety, and Policy and Compliance

Key Relationships:

- Director of Music
- Keyboard teaching team
- Other Music Heads of Department
- Music Administration staff
- Head of Junior School Music

Qualifications / Registrations / Certifications:

- relevant qualifications such as a Graduate or Postgraduate study of music, or equivalent teaching / performing experience
- current Employee Working With Children Check (WWCC), essential
- 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:

- a high level of competence as an innovative Keyboard Teacher – beginner to advanced (VCE/IB Diploma) level
- highly-developed performance skills on chosen instrument
- high quality teaching skills which enable students to reach their full potential

Key Attributes:

- ability to create a learning environment that fosters trust and respect, encouraging all students to engage in the learning process and catering for a range of abilities and learning styles
- ability to develop constructive relationships with students which engender positive attitudes to learning
- ability to work independently and collaboratively as required
- a willingness to explore the use of technology in the teaching of music



- calm under pressure
- a commitment to a quality music program and the development/growth in student numbers
- possesses a strong work ethic
- a trusted, respected role model and mentor for other staff
- exceptional communication skills displaying sensitivity and discretion
- demonstrates flexibility and an ability to adapt and operate effectively in a challenging and changing environment
- ability to build and sustain positive relationships with staff, parents, students, and other members of the College community
- a commitment to the continual upgrade of personal skills and qualifications
- actively supports the College's mission, values and goals in all dealings with members of the school family and wider community

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

Mrs Cheryl Penberthy
Principal

July 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.