



Position Description

Position:	Junior School Class Teacher
Position Status:	Full-time, fixed-term
Classification:	In accordance with the Presbyterian Ladies' College Teachers/General Staff Agreement 2022-2024
Reports to:	Head of Junior School. 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

A PLC Junior School Class Teacher has a passion for and commitment to the ideals of learning within an independent school for girls. The teacher will demonstrate the ability to thoughtfully implement high quality programs, and to work cooperatively with other staff. A focus on high quality teaching and continuous improvement of our curriculum and student learning experiences is paramount. The teacher's pedagogy and practice will be informed by contemporary teaching approaches, teaching for understanding and the use of relevant technologies.

The PLC Junior School curriculum is carefully designed to be engaging and innovative, and to enable students to excel. It is focused on building strong foundations in the classroom through literacy, numeracy, integrated studies, and personal and social development. This is supplemented by a wide range of engaging programs in specialist areas of Music, French, Christian Education, ICT, Art, Science, Drama and Dance, Library, and Physical Education, including swimming. Access to technology for students is both in the classroom and in the ICT Centre.

Within the Junior School there are 23 classes, class teachers, specialists and support staff. There are 3 classes at each level from Preparatory to Year 4 and then 4 classes at Year 5 and Year 6.

The approach to learning in the Junior School is further enhanced by the expansive, purpose-built facilities and open outdoor play and sporting spaces.

Key Responsibilities:

Examples of duties include but are not limited to:

- create a learning environment that fosters trust and respect and encourages each student to engage in the learning process
- 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
- develop assessment tools which support the provision of feedback for future learning and monitors individual student progress
- 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 practice
- contribute to the co-curricular and extra-curricular life of 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
- 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
- uphold the values and actively support the Christian ethos of the College
- undertake any additional responsibilities and duties as designated by the Head of Junior School

Other Duties

- as directed by the Head of Junior School
- attend scheduled staff meetings, Year Level meetings, School Assemblies, Chapel Services, Whole School and House events



- attend camps, concerts, excursions and other extra-curricular activities that their class is involved in
- actively contribute to a broad range of College activities and attend after hours commitments when required
- actively contribute to College-wide committee
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

Key Relationships:

- Head of Junior School
- Deputy Heads of Junior School
- Department Coordinators
- Year Level Coordinators
- Junior School Class Teachers
- Junior School Specialist Teachers

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:

- proven experience as a Primary educator
- able to cater for a range of abilities and learning styles
- be trained in the Spalding method or be willing to undertake such training
- demonstrated strong content and pedagogical knowledge in the teaching of Primary students
- demonstrated passion for teaching Primary students
- the ability to successfully plan and implement well-structured teaching and learning programs that engage students and differentiate learning
- 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

Key Attributes:

- a warm, positive and considerate manner
- calm under pressure
- a strong work ethic
- exceptional communication skills, displaying sensitivity and discretion
- meticulous attention to detail and desire for accuracy
- committed to striving for continuous improvement and achieving exceptional outcomes
- high levels of confidentiality, trust, credibility, and honesty



- a respect for and acceptance of difference in students, parents, and staff
- a proactive approach to the effective pastoral care of students
- willingness to learn new pedagogy to improve classroom teaching
- commitment to continual upgrade of personal skills and qualifications

Mrs Cheryl Penberthy
Principal

August 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