



Position Description

Position:	Learning Enhancement Teacher
Position Status:	Full-time (1.0 FTE), ongoing
Classification:	In accordance with the Presbyterian Ladies' College Teachers Agreement 2022-2024
Reports to:	Head of Learning Enhancement. 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 Learning Enhancement Teachers sit within the Learning Enhancement Department which includes Learning Support and ASPIRE Program.

Duties include identification and monitoring of students, liaising with teachers and the wellbeing team to determine best approaches to cater for a student's individual needs, the development of Learner Profiles and Individual Learning Plans, testing of students, and ongoing communication with parents and staff.

This position requires a strong background in teaching students with learning needs, including complex needs across a range of areas. The Learning Enhancement Teacher is responsible for meeting and maintaining high standards of professional practice and conduct.

Key Responsibilities:

Examples of duties include but are not limited to:

Teaching

- preparing a teaching program which is tailored to suit the needs of each student in the program
- ensuring alignment of teaching and learning with the expectations of all aspects of curriculum, assessment and reporting
- providing support and guidance to staff in regard to teaching practices and individual 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 individual students
- working with wellbeing leadership teams to monitor student progress and implement structures for students who require additional support
- advocating for, and practically supporting, differentiation within the mainstream curriculum - working with all staff generally, and specifically with Heads of Department
- implementing teaching techniques and pedagogies which encourage growth of students both academically and in their social emotional skill development
- targeting programs for students which specifically develop the PLC student competencies and graduate outcomes of Scholar, Thinker, Leader, Advocate and Citizen

Professional Responsibilities

- identifying, through assessment procedures, specific needs of students and then monitoring of their progress
- collating of NCCD data
- attending meetings with staff and parents to discuss student progress and to identify suitable programs and interventions
- documenting all communication effectively
- supervising assessments, as needed, of students in the Learning Enhancement Department
- documenting student progress



Other Duties

- as directed by the Head of Learning Enhancement
- active participation in the College's pastoral care system and support of Year Level Coordinators and the Deputy Principal (Wellbeing)
- attend scheduled staff meetings, House meetings, Year Level meetings, School Assemblies, Chapel Services, whole school, year level and House events
- 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:

- Head of Counselling
- Year Level Coordinators
- Heads of Department
- Director of Student Wellbeing
- 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 passion and enthusiasm for teaching and supporting students with individual learning needs
- experience in teaching English, highly desirable
- the ability to successfully 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
- the ability to explicitly teach and support the development of literacy skills that align with the Senior School Curriculum



- the ability to support student learning through teaching organisational and study skills
- the ability to work within and contribute to a team of highly accomplished Learning Enhancement Teachers, particularly in the context of planning units of work and related assessments
- the ability to successfully contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge, curriculum development and practice
- a positive, proactive approach to students, peers, parents and members of the wider community

Key Attributes:

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

Dr Emma Burgess

Principal

November 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