



Position Description

Position:	Learning Enhancement Trainee (Intern position)
Position Status:	Part-time (0.5 FTE), fixed-term
Classification:	Level 3.1, in accordance with the Presbyterian Ladies' College General Staff 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

This 12-month Learning Support Traineeship at PLC offers a valuable opportunity for a 4th year Education student to gain hands-on experience in a supportive and dynamic school environment.

Working closely with the Head of Learning Enhancement and a team of dedicated Learning Enhancement Teachers, the Trainee will assist in the delivery of inclusive education programs that support diverse learners across the College.

This role presents a meaningful opportunity to develop and refine teaching skills both within and beyond your specialist area, with a particular focus on implementing effective differentiation strategies. As a Trainee, you will gain exposure to a wide range of classroom practices, foster meaningful connections with students and staff, and actively engage in professional learning opportunities offered both within the College and through external providers.

The position offers flexible working arrangements to support university study commitments and professional placement requirements, with adjustments made to facilitate your growth and success in the role.

Key Responsibilities:

Under the direction and supervision of the Head of Learning Enhancement and Subject Teachers (or Principal as required), the Trainee duties include but are not limited to:

- assist with the moderation process for NCCD meetings and develop an understanding of how the NCCD operates.
- attend meetings as required to review a student's program
- implement programs, as advised by Teachers, which will support the individual needs of the student
- report progress to the Head of Learning Enhancement and relevant Teachers
- apply professional judgement and discretion and be aware and respectful of maintaining confidentiality when working with students
- support the organisation of excursions and incursions for extension programs
- assist in the coordination of assessment timetables for students with approved provisions
- support the delivery of educational programs to individual students or small groups across various areas of the curriculum
- participate effectively in communication between students, Subject Teachers, and Learning Enhancement staff
- assist in the preparation of student and teaching resources for students with diverse learning needs, under the guidance of Learning Enhancement and teaching staff.
- ensure that relevant student information is communicated to the appropriate staff member (e.g. Subject Teacher, Year Level Coordinator, or Head of Learning Enhancement)
- refer any queries from Teachers or parents to the Head of Learning Enhancement or relevant Learning Enhancement Case Manager
- provide brief notes and anecdotal observations on student progress as required
- maintain accurate student records for observation and classroom support purposes
- provide administrative support to the Head of Learning Enhancement as needed
- support students and staff in the use of assistive technologies
- participate in professional learning opportunities as recommended or approved by College staff
- attend camps and excursions as required
- comply with all College policies, procedures, and safety practices, and treat all students with equity and respect



Other Duties

- as directed by the Head of Learning Enhancement
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

Key Relationships:

- Learning Enhancement Department
- Senior School Teachers and Staff

Mandatory Qualifications / Registrations / Certifications:

- relevant qualification and / or demonstrated work experience in a similar role
- current Employee Working With Children Check (WWCC)
- 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:

- superior level of English grammar, spelling, literacy together with a high level of proofreading skills
- meticulous attention to detail and desire for accuracy
- knowledge and understanding of school administration systems
- ability to be able to professionally communicate with a broad cross-section of the community including students, parents, College staff and external agencies
- integrity, responsibility and self-leadership
- excellent organisational and time management skills
- capacity to maintain positive relationships with staff, students and parents

Key Attributes:

- a warm, positive and considerate manner
- calm under pressure
- ability to work independently and collaboratively as required
- a commitment to ongoing professional learning and growth in skills
- exceptional communication skills displaying sensitivity and discretion
- demonstrates a respect for and acceptance of difference in students, parents and staff
- displays empathy, enthusiasm, commitment and is highly motivated
- possesses a strong work ethic
- committed to striving for continuous improvement and achieving exceptional outcomes
- exercises ownership and concern for quality of own work reflected in accuracy and attention to detail
- flexible and an ability to adapt and operate effectively in a challenging and changing environment



Presbyterian Ladies' College
MELBOURNE



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

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