



Position Description

Position:	Music Tutor (Singing)
Position Status:	Part-time (0.2 FTE), fixed-term
Classification:	Schedule F – Music Tutoring Employees, 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 Role

At PLC, over 700 students undertake instrumental tuition, and participate in ensembles which include a full symphony 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 choirs. Members of staff in the College will also be aligned to the College's goals, as set out in the strategic plan.

Position Overview

The Music Tutor (Singing) is a dynamic music educator with a record of excellence in both teaching and performing. The role demonstrates a high level of performance as well as a thorough understanding of the pedagogical principles of general music education and more specifically. This position involves teaching voice students across the entire College, from Junior School to Senior School (including VCE and IB Diploma).

Key Responsibilities:

Examples of duties include but are not limited to:

- teaching of private students from beginner to VCE/IB level
- preparation of AMEB and ABRSM students
- conducting or assisting with choirs as required
- organising musical items as requested
- ordering relevant music and books for the Department
- attending rehearsals, concerts, and music camp as required
- attending Music School parent teacher nights
- actively promoting singing within the College and wider community
- assisting with choirs as requested
- ensuring they are familiar with the Music Staff Handbook
- writing semester reports

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 & Safety, and Policy & Compliance

Key Relationships:

- Director of Music
- Head of Junior School Music
- Head of Choral Studies
- Junior School Teaching Staff
- Music Administration Staff

Mandatory Qualifications / Registrations / Certifications:

- a Graduate or Postgraduate study of music, or equivalent teaching/performing experience
- current Victorian Institute of Teaching (VIT) registration / 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:

- demonstrated high level of competence as an innovative Voice teacher – beginner to advanced (Diploma) level with experience teaching Contemporary Voice repertoire
- a high level of professional proficiency in performance
- demonstrated high quality teaching skills which enable students to reach their full potential
- the capacity to actively contribute to a broad range of school activities, including ensemble groups and performances
- commitment to a quality music program and the development/growth in student numbers learning singing
- ability to develop constructive relationships with students which engender positive attitudes to learning
- ability to work collaboratively with colleagues both at the Department level and within the structures established by the College, for the coordination of student welfare and the monitoring of student progress

Key Attributes:

- ability to engage others in a warm, positive, and approachable manner
- a willingness to explore the use of technology in their teaching
- a respect for, and acceptance of, diversity amongst students, parents, and staff
- a strong work ethic and practice
- calm under pressure and the ability to meet competing demands
- flexible approach and an ability to adapt and operate effectively in a challenging and changing environment
- strong written and verbal communication skills
- ability to handle situations with sensitivity and discretion

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

Dr Emma Burgess

Principal

February 2026

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