



2026 PLC

RECRUITMENT  
PACK

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# Employee Value PROPOSITION

*A career at PLC opens the opportunity for staff to enjoy a picturesque, easy to access, one-site location; a warm, positive Christian community; thriving teams who value collaboration, learning and growth; and access to premier facilities, resources and professional development opportunities to empower and support their ongoing wellbeing and success.*



Our Staff are engaged under the provisions of either the PLC Teachers Agreement, the PLC General Staff Agreement, or the Educational Services (Schools) General Staff Award.

When you join PLC, you become part of a passionate, highly skilled and committed team of professionals, and a supportive community that nurtures professional development and personal growth.

## Location, Grounds and Resources

- Beautiful school grounds set on 16 hectares in a parkland setting, providing a picturesque and peaceful environment for students and staff to learn and socialise
- Free onsite parking for employees
- Onsite EV charging stations
- Convenient access to public transport and key arterials
- Access to state-of-the-art facilities, resources and learning spaces
- Staff can enjoy complimentary use of the Joan Montgomery Centre - our state-of-the-art sports, aquatic and fitness facility
- Teaching staff are supported by a highly-skilled general staff team
- Access to a range of software and hardware resources, including a choice between Apple or Windows devices
- Access to a range of online resources, including webinars and training modules, to assist staff with their technology-related needs

## Remuneration Benefits

- Generous above Award Teacher salaries
- Five weeks annual leave plus two Gratis Days granted to General Staff
- 17.5% annual leave loading applicable to Teaching and General Staff
- Option for General Staff to purchase additional annual leave
- Eligible permanent employees may qualify for reduced tuition fees for daughters enrolled at PLC
- Enjoy tax-effective salary packaging and novated leasing options through our preferred suppliers, thanks to our status as a rebatable employer for fringe benefits tax
- Employee voluntary superannuation contributions and nomination of personal superannuation fund
- Option to join the PLC Default Superannuation Fund with Aware Super and receive automatic insurance coverage

## Health and Wellbeing

- Be part of a warm, welcoming and safe community culture where staff enjoy plentiful opportunities to immerse themselves in school life
- Be part of a School and workplace underpinned by Christian values:
  - Enjoy a safe place where questions can be asked and faith can be nurtured
  - Be part of a caring environment modelled on Servant Leadership
  - Engage in Chapel services
  - Engage with the wider PLC community e.g. parent and staff prayer groups, 'Connect Evenings', the annual 'Prayer Breakfast' and whole school events
- Daily access to onsite tuckshop and cafe, serving delicious barista-made coffee, lunches and snacks
- Connect with colleagues over morning tea
- Staff Association membership, including invitations to social occasions
- Access to a 24/7 confidential and complimentary employee assistance program through our external provider (Converge), for employees and their immediate family
- Online wellbeing hub for staff, which includes information about our employee assistance program, access to wellbeing webinars (new topics added regularly) and free access to the online health and wellbeing magazine "Flourish"
- Full-time onsite Nurse and access to free immunisation program

## Professional Development

- Well-paced, tailored Induction Program for new employees and new leaders
- New teaching staff are allocated a mentor to assist their transition into the school community
- The College provides First Aid and CPR certification for new and current staff through a College-run program in Term 4 (excludes Casuals)
- Individualised support for provisionally registered teachers to progress to VIT full registration
- Several days each year (at the beginning and end of Term) include staff development opportunities that incorporate cultural and professional development learnings, as well as policy and compliance
- Annual Development Planning Program – supporting a culture of continuous learning and growth across the College
- Individual and Department Professional Development – to support staff in their current role, encouraging growth and empowerment. This includes in-house and online experiences, as well as off-site conferences, workshops and networks
- Positions of Responsibility – opportunities often become available for teachers to step up into leadership roles for professional development purposes

## Workload and Flexibility

- We aim for every role at PLC to benefit from some form of flexibility
- For teaching staff, designated 'flex time' during the school week in recognition that teachers do not typically work a 9-5 arrangement
- 16 weeks' paid Parental Leave to eligible staff, which is in addition to your entitlements under the national Paid Parental Leave Scheme
- Opportunity to apply to return to work on a part-time basis after Parental Leave, to balance your work and family commitments
- Generous Personal / Carers Leave conditions above the minimum legislative requirements

## Our SCHOOL

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 which 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.

## Our VISION

To form empowered women of character who change the world for good.



# Our VALUES

**Integrity:** We seek truth and wisdom to determine what is right and then support each other to do what is right.

**Empathy:** We aim to recognise, understand and respond appropriately to the thoughts, feelings and circumstances of others. It inspires care, compassion and leadership.

**Courage:** Courage fosters learning, makes us willing to have a go, to advocate and encourage, be strong and endure.

**Delight:** We take the time to let awe and wonder restore and inspire us. It sparks our curiosity and creativity, provides perspective and promotes life in all its fullness.

**Service:** We use our gifts and talents to gladly serve others. To do so is rewarding and fulfilling for us as individuals and a community.



# Our MOTTO

"Lex Dei Vitae Lampas"  
(The Law of God is the Lamp of Life)



# Our GRADUATE OUTCOMES



A confident and engaged person with an inquiring mind who takes responsibility for her learning.



A creative, reflective and adaptive person who uses their intelligence to serve for greater good.



A thoughtful, kind and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith.



A passionate person with a strong sense of agency who affects society and those around her in positive ways.



An articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses her education to make the world a better place.



# Our TEAM

Our staff consists of over 650 full-time, part-time and casual teaching and non-teaching staff all on the one campus: Senior School, Junior School and our Early Learning Centre. PLC also has an onsite Boarding House (Koorinya), which provides a warm, inclusive and caring 'home away from home' for girls in Years 7-12.

Our College is led by the following members of our Executive Leadership Team:

## PLC Council

PLC Council has seventeen voluntary members and is responsible for providing a sustainable future for PLC by adopting sound, ethical and legal governance and financial management.

Working with the Principal, the Council also ensures that PLC develops and implements strategies, policies, processes and risk assessments to fulfill the objectives set out in the Constitution, and to comply with regulatory and government requirements.

Role	Name
Principal	Dr Emma Burgess
Acting Deputy Principal (Curriculum and Learning)	Mr Stephen Catton
Deputy Principal (Wellbeing)	Mrs Anne-Marie Williams
Head of Senior School	Mrs Gina Peele
Head of Junior School	Mrs Melissa Voce
Acting Business Manager	Mrs Louisa Johnstone
Director of People and Culture	Ms Jo Crabtree
Director of Advancement	Mrs Marina Johnson



# Our COMMITMENTS



We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

#### **We value:**

- Learning that is inspired by faith
- Endeavour that enables the achievement of excellence
- Service that defines leadership

#### **All staff commit to:**

- The Christian Ethos of the College
- Child Safety
- The Values and Behaviours of the College
- College Policies, Staff Code of Conduct and Legislative Requirements
- Health, Safety and Wellbeing

#### **We seek to promote the development of staff and students who exhibit the following attributes:**

- **Scholar:** a confident and engaged person with an inquiring mind who takes responsibility for their learning
- **Thinker:** a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- **Citizen:** a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- **Advocate:** a passionate person with a strong sense of agency who affects society and those around them in positive ways
- **Leader:** an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

# Child SAFETY

All students who attend PLC have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

## Staff Obligation to Child Safety

All staff at PLC take an active role and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 1359 Child Safe Standards. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

### In attending to Child Safety all staff must:

- Provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- Promote the safety and wellbeing of children and young people to whom PLC provides services
- Ensure that all interactions with students are positive and safe
- Provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- Act as a positive role model for students at all times
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- Maintain valid VIT or WWCC (Employee) registration
- Report to the Principal any criminal charges or convictions received during the course of employment or volunteering, that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

# Policy and COMPLIANCE

### In attending to policy and compliance all staff must:

Perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position

Maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies

Participate in mandatory compliance training

Maintain a current knowledge of, and compliance with the College's policies

Report and escalate compliance concerns, issues and failures

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

# Physical and Psychological SAFETY AND WELLBEING

## Safety and Wellbeing

PLC is committed to providing a safe workplace and learning environment that supports and enhances the health and wellbeing for staff, contractors, visitors and volunteers. PLC will provide and maintain a working environment that is safe and free of risks to health so far as is reasonably practicable, comply with OHS Legislation as a minimum standard, strive to fully integrate health and safety in to all aspects of College activities, establish a leader-led positive safety culture, and continuously promote and improve its health and safety practices.

### In attending to Health, Safety and Wellbeing all staff must:

- Participate in OHS related induction and training
- Adhere to PLC's OHS policies and procedures
- Comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- Actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- Report all hazards, injuries, incidents and near misses via Wyse
- Cooperate with management in its fulfilment of its OHS legislative objectives
- Take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation
- Right to Disconnect - PLC values employee wellbeing and supports the right to disconnect. Employees are encouraged to be mindful of colleagues' work schedules, consider the urgency of requests, and avoid sending work-related messages outside regular hours unless necessary. Using the "Schedule Send" feature when emailing outside standard work hours is encouraged.



# Our Recruitment and **SELECTION PROCESS**

Vacancies at PLC are advertised via the Careers at PLC web page and externally through Seek, Linked In, Independent Schools Recruit, Local Christian Jobs and other targeted websites.

PLC is committed to creating a diverse and inclusive environment for all of its staff, where they feel welcomed, safe and respected. Throughout our recruitment process, we provide support for candidates to make sure no one is disadvantaged.

The application process occurs via our online recruitment system.

PLC collects personal information about you during the recruitment process in order to assess your application for employment with us. We collect, use, disclose and store personal information in accordance with our Privacy Policy, Privacy Collection Notice the Australian Privacy Act 1988 (Cth) (Privacy Act).

The following documents will be required as part of your application:

1. A comprehensive, up-to-date resume providing details of relevant achievements in recent roles as well as your professional qualifications
2. A cover letter that summarises your interest in the role and provides evidence of your ability to meet the key responsibilities and attributes as outlined in the position description
3. Completion of the PLC screening questions

You will receive an email acknowledging that your application has been received, and we will contact you in the near future if you have been shortlisted for an interview.

Please do not email your application to any other contact at the School as it may not be received or reviewed.

Please ensure that your application reaches us by the closing date/time provided in the position advertisement.



## Shortlisting and Interview

A phone screen may be conducted with applicants of interest to gather further insight and information before progressing their application in the recruitment process.

Shortlisted candidates are contacted to arrange a time to meet with the selection panel for a first interview. The selection panel will typically comprise the Hiring Manager and 1 to 2 other panel members with professional relevance to the role being recruited for.

The preferred candidate/s shortlisted from the first interview will typically be invited to return for a second interview, which involves the Principal. Occasionally candidates may be required to participate in further recruitment activities, including developing and presenting some teaching materials, completing an online administrative task, or an online psychometric assessment.

## Reference Checks

PLC will seek your consent to contact your nominated referees. A minimum of two professional reference checks are undertaken for permanent and fixed-term appointments. A minimum of one professional reference check is undertaken for casual appointments.

A member of the selection panel will discuss your application with your nominated referees. The College also reserves the right to consult with other persons who have knowledge of your experience. This will be at the Principal's discretion.

## Verbal Offer and Contract of Employment

Upon successful completion of reference checks and approval by the Principal, a verbal offer will be made to the preferred candidate.

A contract of employment will be sent electronically to the candidate for review and signature, typically within 24-48 hours of a verbal offer being made.

## Pre-Employment Compliance Checks

The preferred candidate will be subject to employment screening and may be asked to undertake a medical examination for this purpose.

The preferred candidate must satisfy relevant child protection legislation to be employed by PLC:

1. For teaching roles, be a registered teacher with the Victorian Institute of Teaching (VIT), and hold a valid VIT registration
2. For non-teaching roles, hold a valid Working With Children Check (for Employees). Permanent and fixed-term non-teaching appointments also require the completion of a National Police Check, the cost of which is reimbursed by PLC.

The College reserves the right to undertake additional pre-employment checks to support its commitment to Child Safety and in recruiting the highest quality employees for the specific needs of each role.

## Unsuccessful Candidate Feedback

All unsuccessful applicants will be notified in writing of the outcome of their application.

Interviewed candidates who are unsuccessful will be contacted by phone and provided constructive feedback as offered by the selection panel.





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