



Position Description

Position:	Teacher (Secondary)
Position Status:	Full-time or part-time
Classification:	In accordance with the Presbyterian Ladies' College Teachers Agreement 2026
Reports to:	Head of Department. 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 Teacher (Secondary) at PLC is a passionate and proficient educator with the ability to teach secondary students in the relevant discipline/s area.



Collaboration is an important aspect of this role. The incumbent will work closely with a highly accomplished team of educators who are focused on creative, reflective development of curriculum and outcomes for our students. The Teacher will have excellent knowledge of current practice through AITSL standards.

PLC is a school focused on the purposeful and curious pursuit of knowledge and understanding, guided by accomplished staff.

Key Responsibilities:

Examples of duties include but are not limited to:

- foster student passion, interest and excellence in the discipline/s area
- teach the subject creatively and with academic rigour
- create a learning environment that enables trust and respect, engaging all students in the learning process and catering for diverse abilities and learning styles
- work with members of the Department to plan and deliver units of work and related assessments
- ensure ongoing personal and professional development in education and pedagogy
- contribute to professional networks and associations, and build productive links with the wider community to improve teaching and learning

Other Duties

- active participation in the College's pastoral care system and support of Year Level Coordinators and the Deputy Principal (Wellbeing) in caring for all students
- attend scheduled staff meetings, House meetings, Year Level meetings, School Assemblies, Chapel Services, Whole School, Year Level and House events
- participate in co-curricular programs and outdoor education, attending a week-long (five day) camp each year
- 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 and Safety, and Policy and Compliance

Key Relationships:

- Teachers within Department
- Senior School Teachers and Staff
- Curriculum Leaders

Qualifications / Registrations / Certifications:

- relevant teaching qualification
- current Victorian Institute of Teaching (VIT) registration
- maintain current certification and training as required
- 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 experience teaching secondary students in the relevant discipline/s area
- 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 work within and contribute to a team of highly accomplished 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
- competence in preparing materials and using technology for online learning

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

March 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