



Position Description

Position:	German Conversational Tutor (Senior School)
Position Status:	Casual
Classification:	In accordance with the Presbyterian Ladies' College General Staff Agreement 2026
Reports to:	Head of German. 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 German Conversational Tutor works alongside the German Teachers in supporting and extending students' language skills and comprehension. The incumbent will model authentic language patterns and must have proven academic excellence in the subject area.

Collaboration is an important aspect of this role. The German Conversational Tutor will work closely with a highly accomplished team of German educators who are focused on creative, reflective development of curriculum and outcomes for our students. PLC is a school focused on the purposeful and curious pursuit of knowledge and understanding, guided by accomplished staff.

Key Responsibilities:

- foster student passion, interest, and excellence in German
- provide tutelage in German language 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
- ensure ongoing personal and professional development
- contribute to professional networks and associations, and build productive links with the wider community to improve tutoring practices

Other Duties

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

Key Relationships:

- LOTE Department
- Senior School Teachers and Staff

Mandatory Qualifications / Certifications / Registrations:

- current Victorian Institute of Teaching (VIT) registration or Working With Children Check (Employee)
- 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:

- proven academic excellence in the subject area
- be a native German speaker
- demonstrated passion and proficiency in providing conversational tutelage in German
- demonstrated knowledge of the VCE German curriculum and willingness to learn / adapt to the IB German curriculum
- demonstrated ability to create a learning environment that fosters trust and respect, encouraging all students to engage in the learning process, and catering for a range of abilities and learning styles
- the ability to work within and contribute to a team of highly accomplished teachers of German
- the ability to successfully contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge, curriculum development and practice

Key Attributes:

- ability to engage students in a warm, positive, and approachable manner
- a respect for, and acceptance of, diversity amongst students, parents and staff
- a strong work ethic and practice
- ability to handle situations with sensitivity and discretion
- happy and ready to assist and support colleagues as needed
- calm under pressure
- sound written and verbal communication skills
- excellent organisational and time management skills
- flexible approach and an ability to adapt and operate effectively in a challenging and changing environment
- a commitment to the continual upgrade of personal skills and qualifications

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

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