



Presbyterian Ladies' College

MELBOURNE



Position Description

Position:	Casual Relief Teacher (Senior School)
Position Status:	Casual
Classification:	In accordance with the Presbyterian Ladies' College Teachers Agreement 2026
Reports to:	Deputy Principal (Wellbeing). 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

A Casual Relief Teacher (CRT) will have similar responsibilities to a Teacher. They will have the qualifications and experience to deliver curriculum material provided for a class, facilitate a positive learning environment and will provide a duty of care to students in the absence of the regular Teacher.

Key Responsibilities:

Examples of duties include but are not limited to:

- deliver curriculum material to Senior School students (Year 7-12), as provided by the absent teacher
- provide a duty of care for students whilst the regular teacher is absent
- create a learning environment that fosters a love of learning, encouraging each student to engage in the learning process
- ensure standards in learning and behaviour are maintained by students both inside and outside the classroom
- undertake yard duty and other supervision duties as required
- support the College's mission, vision, and values

Other Duties

- as directed by the Deputy Principal (Wellbeing)
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

Key Relationships:

- Daily Organiser
- Deputy Principal (Wellbeing)
- Deputy Principal (Curriculum & Learning)
- Head of Senior School
- Senior School Teachers

Mandatory Qualifications / Registrations / Certifications:

- relevant qualification
- current Victorian Institute of Teaching (VIT) registration
- 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 passion and enthusiasm for teaching and learning in a secondary school environment
- the ability to successfully follow and implement well-structured learning and teaching programs that engage students and promote learning
- excellent 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
- the ability to successfully contribute to collegial discussions

Key Attributes:

- ability to work independently and collaboratively as required
- calm under pressure
- a warm, positive, and considerate manner
- exceptional communication skills displaying sensitivity and discretion
- committed to striving for continuous improvement and achieving exceptional outcomes
- demonstrates high levels of confidentiality, trust, credibility, and honesty
- 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
- exercises ownership and concern for quality of own work reflected in accuracy and attention to detail
- the ability to adapt and operate effectively in a challenging and changing environment
- a commitment to ongoing professional learning and growth in skills

Workplace Health and Safety

PLC is committed to fostering a safe, healthy and respectful environment for all members of the College community. All staff share responsibility for contributing to a positive workplace culture by complying with the College's OHS policies, procedures and practices, taking reasonable care for their own health and safety and that of others, and supporting an environment where wellbeing, safety and respect are valued and prioritised.

Child Protection

PLC is committed to being a Child Safe organisation where the safety, wellbeing and best interests of children and young people are at the centre of all we do. All staff share responsibility for creating and maintaining a child safe culture by complying with applicable child protection legislation and the College's Child Safe policies, procedures and practices. This includes actively supporting student wellbeing, promoting inclusion, respect and empowerment, taking action to keep children and young people safe from harm, and raising any concerns regarding child safety. The College has zero tolerance for child abuse.

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