



*Presbyterian Ladies' College*

MELBOURNE



## Position Description

<b>Position:</b>	<b>Music Tutor</b>
<b>Position Status:</b>	Part-time or Casual
<b>Classification:</b>	Schedule F – Music Tutoring Employees, in accordance with the Presbyterian Ladies' College General Staff Agreement 2026
<b>Reports to:</b>	Director of Music. All positions in the College ultimately report to the Principal.

### Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College 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 to deliver 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.

### 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 9 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 will demonstrate a high level of performance ability and teaching experience. This position involves teaching students across the entire College, from Junior School to Senior School (including VCE and IB Diploma) in one-to-one lessons.

## Key Responsibilities:

Examples of duties include but are not limited to:

- teaching of private students through to VCE and IB Diploma level
- preparation of AMEB and ABRSM students
- leading and assisting with practice/rehearsals as required
- organising musical items and ensuring items are in good working condition
- maintaining student instrument hire records
- assisting with the selection of music appropriate to students' ability
- preparing students for contests and performances
- writing student Semester Reports
- attending all rehearsals, contests and performances as required
- attending Parent Student Teacher Interview night
- actively promoting the Music School and its programs within the College and wider community
- building and sustaining positive relationships with students, staff, parents and the wider community

## 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:

- Head of Department
- Music Department Staff
- Junior School Music Coordinator
- Students, staff and parents

## Qualifications / Registrations / Certifications:

- a Graduate or Postgraduate study of music, or equivalent teaching/performing experience
- current Employee Working With Children Check (WWCC) or 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:**

- a high level of professional proficiency in musical performance
- high quality teaching skills which enable each student to reach their full potential
- the capacity to actively contribute to a broad range of school musical activities, including ensemble groups, contests and performances
- a commitment to a quality music program and the development / growth in student numbers learning instrument
- ability to build and nurture positive relationships with students and parents which engender positive attitudes to learning
- willingness to explore the use of technology in their teaching
- ability to work collaboratively with colleagues both in the Music School 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 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

### **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.



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**All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.**

**Dr Emma Burgess**  
Principal

May 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*