



Presbyterian Ladies' College

MELBOURNE



Position Description

Position:	Casual Relief Teacher (Junior School)
Position Status:	Casual
Classification:	In accordance with the Presbyterian Ladies' College Teachers Agreement 2026
Reports To:	Head of Junior School. 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 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.

Context of the Role



The PLC Junior School curriculum is carefully designed to be engaging, innovative and to enable students to excel. It is focused on building strong foundations in the classroom through literacy, numeracy, integrated studies and personal and social development. This is supplemented by a wide range of engaging programs in specialist areas of Music, French, Christian Education, ICT, Art, Science, Drama and Dance, Library and Physical Education, including swimming.

Access to technology for students is both in the classroom and in the ICT centre.

Within the Junior School there are 23 classes and 50 staff, including class Teachers, specialists and support staff. There are 3 classes at each level from Preparatory to Year 4 and then 4 classes at Year 5 and Year 6. Small class sizes enable the learning of each student to be monitored and extended. The approach to learning in the Junior School is further enhanced by the expansive, purpose-built facilities and open outdoor play and sporting spaces.

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:

- ability to deliver curriculum material to Junior School students (Prep-Year 6), 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
- demonstrate the ability to work within and contribute effectively to a team
- support the College's mission, vision and values
- undertake yard duty and other supervision duties as required

Key Relationships:

- Head of Junior School
- Deputy Heads of Junior School
- Junior School Teachers and Staff

Qualifications / Certifications / Registrations:

- relevant Teaching 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



Presbyterian Ladies' College

MELBOURNE



Knowledge, Skills & Experience:

- demonstrated passion and enthusiasm for teaching and learning in a primary 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:

- a positive role model for students and colleagues
- possesses a strong work ethic
- calm under pressure
- ability to work independently and collaboratively as required
- excellent communication skills, displaying sensitivity and discretion
- high levels of confidentiality, trust, credibility and honesty
- positive and proactive approach to students, peers, parents and members of the wider community
- strong organisational skills and administrative capability
- a proactive approach to the effective pastoral care of students
- a commitment to ongoing professional learning and growth in skills
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

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

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.