



Position Description

Position:	Junior School French Teacher
Position Status:	Full-time, fixed-term
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 (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 to provide 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 PLC Junior School curriculum is carefully designed to be engaging, innovative and to enable girls 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. Access to technology for students is both in the classroom and in the ICT centre.

This Junior School French Teacher teaches French at all levels in the Junior School from Prep to Year 6. The incumbent is responsible for developing a high-quality Primary French curriculum and promoting and nurturing the learning of French language in their teaching.

The Junior School French Teacher will be fluent in the French language, an excellent classroom practitioner whose teaching is informed by contemporary educational research. They will be committed to their own learning and professional development. Passionate about their field, they will demonstrate the ability to build a culture of success in and enjoyment of French by students and ensure high standards of teaching and learning in this subject.

Key Responsibilities:

Examples of duties include but are not limited to:

- develop, maintain and oversee the implementation of a highly effective French program from Prep to Year 6, in collaboration with the Head of Curriculum and Pedagogy
- plan to achieve set College and Junior School goals in French for teaching and learning
- organise whole school and year level activities such as competitions and special days to promote achievement and engagement in the learning of French
- ensure French maintains a strong profile in the school
- implement agreed processes for planning curriculum documentation and best practice programs in collaboration with the Head of Curriculum and Pedagogy and the Head of French in Senior School
- collaborate with the Head of French in Senior School to ensure a smooth transition from Junior School into Senior School for the girls
- ensure personal and professional development is ongoing and abreast of curriculum initiatives in Primary Language
- use Information and Communication Technology competently to enhance teaching and learning practice
- maintain appropriate student data showing results achieved in French
- represent French when required at whole school meetings and information evenings
- ensure College Policy is adhered to at all times
- undertake any additional responsibilities and duties as designated by the Head of Junior School
- practice and support continuous improvement for the individual, department/area, and the College
- uphold the values and actively support the Christian ethos of the College

Other Duties

- as directed by the Head of Junior School
- attend scheduled staff meetings, Year Level meetings, School Assemblies, Chapel Services, Whole School and House events
- attend camps, concerts, excursions and other extra-curricular activities that their class is involved in
- 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 & Safety, and Policy & Compliance

Key Relationships:

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

Mandatory Qualifications / Registrations / Certifications:

- 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

Knowledge, Skills and Experience:

- be a native or near-native speaker of French
- demonstrated strong content and pedagogical knowledge in the teaching of Primary French
- demonstrated passion and experience for the teaching and learning of Primary French
- have a knowledge of specific teaching strategies for language instruction
- the ability to successfully plan and implement well-structured teaching and learning programs that engage students and promotes learning
- the ability to work within and contribute to a highly collaborative team
- the ability to successfully contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge, curriculum development and practice
- a positive, proactive approach to students, peers, parents and members of the wider community
- a commitment to ongoing learning and professional development

Key Attributes:

- a warm, positive and considerate manner
- calm under pressure
- a strong work ethic
- exceptional communication skills, displaying sensitivity and discretion
- meticulous attention to detail and desire for accuracy
- committed to striving for continuous improvement and achieving exceptional outcomes
- high levels of confidentiality, trust, credibility, and honesty
- a respect for and acceptance of difference in students, parents, and staff
- a proactive approach to the effective pastoral care of students
- willingness to learn new pedagogy to improve classroom teaching
- commitment to 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.

Dr Emma Burgess
Principal

August 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