



Position Description

Position:	French Language Assistant (Junior School)
Position Status:	Casual
Classification:	Level 4.2, in accordance with the Educational Services (Schools) General Staff Award 2020
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 French Language Assistant works alongside the Junior School French Teacher in supporting and extending students' language skills during class activities.

The French Language Assistant must have proven academic excellence in French and model authentic language patterns with our students.

The French Language Assistant is able to build positive rapport and trust with the Junior School French Teacher and with students through empathy, understanding, patience and professionalism.

Key Responsibilities:

Examples of duties include but are not limited to:

- **Positive classroom practice:** inspire students to explore the French language and culture through their own love of the language and through cultivating positive experiences in the French classroom
- **Classroom assistance:** Collaborate with French language teachers to facilitate engaging and effective language lessons
- **Language proficiency:** Demonstrate excellent spoken and written French skills to provide an immersive language experience for students
- **Individualized and small groups support:** Offer assistance to students on an individual or small group basis to reinforce language concepts and address any challenges. This may include support to new students or students with special needs and differentiation programs
- **Assessment support:** Collaborate with the French language teacher to assist in evaluating and compiling students' language proficiency and contribute to the assessment process
- **Special events:** Participate in the preparation and delivery of special events, including French Day and Poetry Competition, to promote a holistic language learning experience
- **Resource development:** Work alongside educators to create or adapt teaching resources that align with the curriculum, cater to diverse learning styles and student engagement
- **Collaborative engagement:** Foster a positive and inclusive learning environment by actively participating in collaborative activities, portraying the school values with fellow educators and modelling student learning behaviours

Other Duties

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

Key Relationships:

- Junior School French Teacher
- Head of French
- Junior School Staff



Mandatory Qualifications / Registrations / Certifications:

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

- proven academic excellence in French language
- native French speaker or have an excellent proficiency in spoken and written French
- previous experience in language assistance, teaching, or a related field is advantageous
- passion for language education and fostering young students' appreciation for the French language and culture
- effective communication and interpersonal skills with students, peers and members of the wider community
- a positive, proactive approach to students, peers, and members of the wider community
- 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

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