



POSITION DESCRIPTION

Title:	Teacher
Reports to:	Relevant Head of Department
Direct reports to this role:	NA
Internal Liaisons:	Staff and students
External Liaisons:	Parents and PLC community members
Terms and Conditions:	Presbyterian Ladies' College Teachers Agreement 2022 - 2025

Purpose

The primary role of a teacher at Presbyterian Ladies' College is to provide the best possible education and duty of care for each student in line with the values and objectives of the College.

PLC Statement of Purpose

Presbyterian Ladies' College is a Uniting Church School committed to educational excellence that gives girls confidence to lead purposeful lives and make an active contribution towards the common good.

Service and Values

- All responsibilities and activities are to be carried out in accordance with PLC's ethos, values, and standards of behaviour as set down by the school and as amended from time to time.
- It is expected that individuals will demonstrate and promote service excellence and support the school in its objectives at all times.
- Participate in professional development activities conducted by PLC as required or directed.

Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to Presbyterian Ladies' College have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives. We have zero tolerance for child abuse, grooming and other harm and are committed to acting in students' best interests and keeping them safe from harm.



The College regards its child safety responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture. Each member of the College community has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

Staff Obligation to Child Safety

All staff at PLC take an active role, and are well informed of their obligations in relation to the safety and wellbeing of children and young people at PLC. The PLC Statement of Commitment to Child Safety and Wellbeing and relevant policies have been developed in line with the National Principals for Child Safe Organisations. They are incorporated into the School's employment cycle from recruitment and reference checking to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

Key Result Areas

Professional Responsibilities

- Teachers are responsible generally for the appearance and behaviour of all PLC students.
- Teachers are responsible for the maintenance of collegial and professional relationships with other members of the staff of PLC.

Teaching Practice

- Teachers are expected to:
 - Adhere to the Principles of Teaching and Learning.
 - Promote an environment of dynamic, active and genuine learning.
 - Employ a variety of effective teaching strategies to successfully implement the curriculum.
 - Differentiate the curriculum to ensure the needs of all individuals in their classes are met.
 - Give adequate time to lesson planning and organisation.
 - Be aware of course requirements and their directions.
 - Reflect and assess the effectiveness of their teaching.
 - Keep accurate records of students' attendance, progress and assessment.
 - Monitor each student and inform students of their progress.
 - Maintain good communications with parents concerning the progress of their child.
 - Attend Parent/Student/Teacher interviews.
 - Submit lesson plans and records to Curriculum Coordinators, Heads of Departments, Head of Junior School and Deputy Principal as required.
 - Write formal academic reports that conform to PLC Guidelines.



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- Liaise with the appropriate teaching support staff in the implementation of the curriculum.

Pastoral Care

- Teachers are expected to:
 - Participate in PLC's pastoral care system as directed.
 - Care for a House Tutor Group in a way that reflects PLC's values and ethos.
 - Be sensitive to students experiencing personal, social or organisational problems.
 - Liaise with colleagues and parents (guardians/Boarding House staff) concerning the House Tutor Group and its individual members.
 - Attend House, College and Year meetings as required.
 - Attend all relevant College assemblies.
 - Attend Chapel services (when required).
 - Attend Parent/Teacher interviews as required.
 - Attend Parent Information and Orientation meetings as required.
 - Attend College organised activities relevant to your House Tutor Group.

Curriculum and Resource Development

- Participate in the creation, development and evaluation of curriculum within the department in which teaching is undertaken.
- Be aware of existing resources including Learning Technologies and where possible, participate in the creation, development and evaluation of resources for the implementation of the curriculum.

Professional Development

- Keep up-to-date with curriculum and resource development in the relevant area of teaching.
- Demonstrate commitment to learning and professional development in your area of teaching.
- Maintain technology competencies relevant to and as required by PLC.
- Attend appropriate seminars and courses and participate in subject or area association meetings as appropriate.
- Supervise student teachers and actively participate in their learning
- Maintain relationships with professional associations as appropriate for a teaching professional, (for example, but not limited to, Curriculum Council, AISWA, STAWA, MAWA, ETA, IPSHA).
- Comply with the Professional Review process used at PLC.
- Attend Monday Professional Learning Sessions.

Co-Curricular Activities

- Fulfil co-curricular responsibilities as negotiated with the Head of Staff or Head of Junior School and in accordance with PLC guidelines.
- Ensure that all activities are pursued in a manner consistent with the values of PLC.
- Provide leadership and instruction to participating students.



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- Encourage students to be active participants in the co-curricular life of the college.
- Keep accurate records of student attendance and performance within the co-curricular activity.
- Where appropriate or requested to do so, nominate students for College awards.
- Maintain appropriate levels of supervision and standards of behaviour from students to ensure that activities are safe for student participation.
- Ensure the necessary equipment is available and cared for in an appropriate manner.

General, Administration and other Activities:

- In addition to normal teaching duties, teachers are expected to:
 - Attend Speech Nights as required.
 - Attend Relevant Chapel Services (including Founder's Day Service) and Assemblies.
 - Attend meetings as required.
 - Undertake ground and other supervision duties as required.
 - Participate in College Outdoor Education Programs as required.
 - Attend IGSSA/JIGSSA Swimming and Athletics Carnivals.
 - Attend staff planning and professional developments days.

Lesson time that has not been assigned to classroom teaching is provided for the purposes of lesson preparation, assessment of students' work and individual student counselling or tutoring.

Measures of Good Practice

- Teachers at PLC are expected to maintain exemplary practice in the educational enterprise in which they participate. Key features of this include;
 - Excellent and responsive relationships with students marked by mutual respect and professionalism.
 - The provision of high quality curriculum.
 - The provision of educational opportunities and activities which enable all students to achieve their highest potential.
 - Excellent collegial relations.
 - Mentoring of teachers new to PLC.
 - Mentoring and coaching of teachers new to PLC and the profession.
 - Regular participation in professional development courses and programs.
 - Effective involvement in general pastoral care programmes and structures of the College.
 - Effective participation in the co-curricular programmes of the College.

Collegial Relations

- Teachers at PLC are part of a large and complex staff structure in which all members, and as such will have reporting lines across interdependent functions.
- The following reporting structure for teachers are as follows:
 - The Principal for the general discharge of their duties.



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- The Head of Staff for day-to-day matters; for Junior School it is the Deputy Head of Junior School.
- The Head of School for pastoral care within each school.
- The Deputy Principal, Head of Junior School and or Head of Department for the development and implementation of curriculum.
- The person in charge of the specific co-curricular activity undertaken by the teacher, (eg; Head of Sport, Director of Performing Arts).

External Relations

- Public Relations (eg: contact with the media, police) and contact with general external agencies is the responsibility of the Principal or delegate. Teachers are not authorised to undertake this role and must contact or refer any matter to the Principal or delegate.

Planning and Priorities

- Critical priorities for teaching teams, Departments and Schools are developed each year in various planning and other meetings. It is a requirement to actively contribute to this when required or requested.

Health and Safety

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner – safe for the individual, co-workers and students.
- Ensure at all times that you work in compliance with all laws, acts, regulations and internal policies outlined in all manuals and handbooks, as updated from time to time.
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner.
- When required or directed by PLC, participate in any health and safety training.

Knowledge, Skills, Experience and Attributes

- Passionate about educating young women;
- Current Working with Children Check and Police Clearance **mandatory**;
- Relevant qualifications and clearances required for a Teacher in Western Australia;
- Current TRBWA Registration;
- Appropriate teaching qualifications and experience in defined area or subject matter;
- Outstanding approach to teaching practice;
- Well developed interpersonal, communication, presentation and negotiation skills;
- Ability to work as a team member and believe in lifelong learning;
- Well developed organisational skills;
- Superior ILT skills;
- Working Knowledge of Apple MacIntosh/Microsoft suite of products;
- Well developed analytical and problem solving skills;



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- Demonstrates a passion and commitment to the vision and values of PLC;
- Committed to striving for continuous improvement and achieving exceptional outcomes;
- Possess a strong work ethic and is reliable and punctual;
- Cultivates 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 to contribute;
- Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail; and
- Is flexible and has an ability to adapt and operate effectively in a challenging and changing environment.

Desirable

- International Baccalaureate experience.
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Endorsement/Acceptance:

I _____, as the incumbent in this position, accept the duties as outlined in this position description.

Date: / /

I _____, as the Principal, endorse this position description.

Date: / /