

Ranges TEC Position Description

Position Title	Nursery hand (Nursery Technician)
Time Fraction	0.30 Wednesday and Friday
Duration	Fixed as a trial of position, ongoing to right candidate
Reporting to	Director, and Horticulture team (Russell and Siobhan)
Date prepared	03/12/2025

Overview

Ranges TEC is a Christian Vocational Education and Training Centre located in the Outer Eastern suburbs of Melbourne. Ranges TEC offers a range of education options for students in Years 10, 11 and 12 including the opportunity to complete a pre-apprenticeship level qualification as part of a Victorian Certificate of Education Vocational Major (VCE VM). Ranges TEC is a campus of the Association for Christian Education Mount Evelyn Inc. and is governed by the MECS Board.

We have an 11 acre farm in Monbulk where we deliver Horticulture and Building and Construction training. We have an operational nursery, a small orchard, vegetable areas and treed areas.

Ranges TEC Vision

To equip and train people for service, stewardship and work in God's world.

Ranges TEC Mission

Ranges TEC provides quality vocational education and training within a learning environment characterised by faith, hope, love, peace and service.

We aim for students to discover and develop their God-given gifts, grow their biblical understanding of the world and to strive for authentic character in their lives.

- Maintain nursery including: potting plants, propagation, weeding management, pest management, manage watering, planning planting
- Work in team with our the Horticulture teacher and Maintenance Manager
- Work alongside small groups of students in Nursery management tasks
- Able to assist in the horticulture classroom to help students with their work
- Help with the sales of plants
- Organise tools and clean-up of Nursery Shed -
- Be able to work alone and in a team
- Main work-day Wednesday (full- day) and Friday afternoon.

Ranges TEC Teacher Job Description

Ranges TEC & MECS has the following understanding concerning the role of a teacher within the school. Here we describe the various commitments and duties that we expect from our teachers.

Commitment to a Biblically-based Faith and Worldview

Ranges TEC & MECS teachers are committed Christians and active members of a local church fellowship (we recognise that such fellowships come in all shapes and forms). They are familiar with the Ranges TEC's Statement of Beliefs (see below) and other foundational documents. They seek to be role models of Jesus and they engage in the faith expressions of the community. They are willing and ready to share their faith with students, particularly as it relates to areas of teaching.

Commitment to the Calling to Teach

Ranges TEC & MECS teachers view their job as a calling before the Lord. Their ministry of service is one that God has gifted and skilled them for. They seek out ways to engage in personal development so that they are invigorated and stimulated for their task. They think in terms of a career path that brings about personal freshness and vigour for the educational task.

Commitment to Transform Teaching in the Development of Christian Education

Ranges TEC & MECS teachers seek to transform their teaching so that all areas of the curriculum and the school's life are shaped by a shared biblically informed understanding of the Christian educational task. They undertake further corporate study for the purpose of developing Christian education. They participate in the process of collaborative reflection, review, renewal and appraisal.

The commitment to transformation is the reason why MECS has always provided the unique opportunity of 'workbreak' time for staff. The school invests a significant amount of resources into these 'student-free' weeks for strategic purposes. Workbreaks create the space needed to develop a distinctive and innovative curriculum. Workbreaks are extended times set aside for the purpose of working on the 'out of the ordinary' areas which do not get attention during normal 'day to day' pressures of school operation. These include: staff development and training; long term planning; curriculum development and documentation of developing Christian education. Ranges TEC & MECS teachers know that workbreaks are not times for ordinary general preparation and planning support.

Commitment to Curriculum Development and Documentation

Ranges TEC & MECS teachers understand that they belong to a community that is committed to a school-based curriculum. They know that this means they are curriculum developers. They also know that effective curriculum development requires them to practice good documentation. Whilst some time and space is provided for this process within the meeting schedule, there is an expectation that this is a regular and ongoing part of the role of teacher.

Commitment to Professional Development

Ranges TEC & MECS teachers actively participate in the process of the school's and their own professional development. They complete a professional development plan and participate in a Professional Learning Conversation with one leader of the Teaching and Learning Leadership Team each year. They also appreciate the requirements the school has in terms of study with the National Institute of Christian Education (NICE). NICE professional development activities are balanced with other valuable professional development options.

Commitment to Professional Expertise

Ranges TEC & MECS teachers are well versed in their own particular field of knowledge. They create rich learning environments where students have the freedom to question and grow. They manage and interact with students in ways that stimulate and enhance learning. They are familiar with the school's 'Standards for Teaching Practice'.

Commitment to Professional Conduct

Ranges TEC & MECS teachers understand what it means to act and conduct themselves in a professional manner. They are well organised and comply with administrative and documentation requirements.

As employees working with minors in a trust-based partnership with parents, there is a very strong onus on teachers to conduct themselves professionally in all circumstances. Ranges TEC & MECS teachers know that this goes beyond simply meeting government requirements.

By professional conduct we mean a high quality approach to a whole range of areas of life in the school. These areas include: dress according to the staff dress code, language, conversation, personal space, being alone with a child, physical contact with a child, anger, preparation, marking, records, follow-up, punctuality, personal behaviour & conduct, knowledge of curriculum requirements, professional development & reading, competent classroom management, objectivity/fairness/equity, good judgement, expectations of students, and approachability for students and parents (further details may be found in the MECS Staff Code of Conduct policy).

Commitment to Student Learning

Ranges TEC & MECS teachers work hard at discerning how students are progressing in their learning. They use effective formative and summative assessment methods that not only measure learning outcomes but also enhance learning itself. They communicate with parents about the progress of students both in particular cases and in the parent teacher interviews, called Round Tables, that occur twice yearly. Teachers ensure that all parents/guardians and students are well informed and partnered with in the education of the student.

Commitment to Student Welfare

Ranges TEC & MECS teachers actively pursue the welfare of students. Student Welfare relates to all the school does to promote the well-being of its students. Teachers aim at ensuring that the school creates and maintains a caring environment in which the experience of teaching and learning is enhanced for all students.

Ranges TEC & MECS teachers provide the primary pastoral care for students. It is one of the reasons we limit class sizes and provide our teachers with professional support through the school welfare officer. That officer also offers pastoral care for children with more complex care needs. Of course, because we are in partnership with families, teachers communicate promptly with parents if there are significant pastoral concerns that may arise in the context of the school. Parents, students and teachers working together usually deal very effectively with most pastoral concerns.

Commitment to Child Safety

Ranges TEC & MECS teachers are familiar with the MECS Child Safety Policy and are committed to ensuring the safety of all students and reporting any concerns to the contrary to the relevant Child Safety Officer. Ranges TEC & MECS teachers are also fully aware of their child protection obligations under the law (see MECS Mandatory Reporting of Children in Need of Protection policy). They also understand their Duty of Care toward students.

Commitment to Staff Welfare

Ranges TEC & MECS teachers seek to create a balance between professional and personal life. While expectations are placed on teachers to be committed and dedicated members of the school community, MECS also encourages teachers to be balanced and pro-active in their personal life, allowing for the development of their faith, family, friends and interests. At times, some teachers may feel pressured and unsure if they are able to meet specific deadlines. In this situation, teachers should consult with their Coordinator/Head of Secondary I so support may be given. Sharing of needs and concerns with the team leader will also avoid unnecessary pressure. The Principal, Heads of School and other members of the Leadership Team are also available to support staff in any area that may be causing concern.

Ranges TEC & MECS teachers actively participate in the morning staff devotion and prayer times as a significant aspect of their well-being and connection with the staff community.

Ranges TEC & MECS teachers care about the spaces into which they can withdraw from the classroom – the various staffrooms. The staffrooms are cared for by the staff themselves.

Commitment to Communication

Ranges TEC & MECS teachers understand that vital communication happens in a variety of ways.

They take the time to read the various written notices, both specific and the weekly staff newsletter. They actively use/check their school based email on a daily basis. They also participate in staff meetings and teachers' meetings. They know that attendance at teachers' meetings is mandatory for all teachers on duty on the day which the meeting is held.

Ranges TEC & MECS teachers also take time to initiate communication with parents, other colleagues, and the School leadership team.

Commitment to School Facilities

Ranges TEC & MECS teachers take seriously the need to care for our facilities. That is why they fulfil their duties to keep rooms clean and tidy and lock up at the end of the day. They also participate in and supervise students in various activities to keep the grounds clean.

Commitment to Serve

Ranges TEC & MECS teachers serve in face-to-face teaching, preparation for that teaching, and many other normal and specially assigned duties. Full time Secondary teachers teach face-to-face for approximately 20 hours per week and have 18 hours per week for non-face-to-face duties. Ranges TEC & MECS teachers understand that at times their face-to-face load may be slightly higher or lower than this norm to meet timetabling requirements. Ranges TEC & MECS part time teachers can establish their expected face-to-face teaching time and non-face-to-face duties by multiplying the normal full time teaching load by their full time equivalent (FTE) fraction. It should be noted these full-time 38 hours weekly are nominal and are averaged across an entire year, thus a term time week will require more than 38 hours of actual work time (refer to the Award for information).

Ranges TEC & MECS teachers also serve in a myriad of small but vital aspects of school life. These "extra duties" are either volunteered for by staff or allocated to staff. A wide range of tasks are needed to be covered and it is very helpful when all share the load over the year and across the duties.

Commitment to the Ranges TEC and MECS Community

Ranges TEC & MECS teachers understand the vision, mission, ethos and character of MECS. They work in true partnership with parents, and collaboratively with other teachers in teamwork settings.