

Ranges TEC Position Description

Position Title	Learning Assistant
Time Fraction	Part Time 0.4
Duration	Ongoing
Reporting to	Assistant Director
Date prepared	24 February 2026

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

Founded by 3 Christian Schools, Mount Evelyn Evelyn Christian School (MECS) and Mountain District Christian School and Donvale Christian College. Ranges TEC is now a campus of MECS, which is governed the MECS Board on behalf of the Association for Christian Education Mount Evelyn Inc.

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.

Primary Tasks

The Learning Assistant:

- Is called to serve in their office under the Lordship of Christ, faithfully executing the responsibilities detailed in this description.
- Should understand the direction of the School and serve within the authority of the Learning Assistant to assist in the realisation of this direction.

The Learning Assistant has a broad role. They undertake a variety of duties which mostly comprises assisting teachers and supporting students in the classroom and other educational activities, and providing attendant care and assistance to students, as required. The position may also include some administrative or clerical tasks, and assistance with resources in a variety of school settings, such as the classroom, factories and outdoor work places.

The duties are performed under the close direction and supervision from the Assistant Director and/or classroom teachers, depending on the particular job specification. Generally Learning Assistants are required to use established methods and procedures, as they support the implementation of programs. Tasks may involve a wide range of duties of a routine nature, depending on the program requirements. Assistance the classroom teacher is readily available when problems arise.

Communication and concerns regarding students should be directed to appropriate teaching staff, not parents.

Job Description	
Tasks	<ol style="list-style-type: none"> 1. Support classroom teacher, including setting up before and after each session. 2. Work with small group of students, or provide individual support, in literacy and numeracy and providing feedback to the teacher. 3. Follow oral and written instructions from supervising teaching staff. 4. Assist with classroom management as directed by the teacher. 5. Support classroom/storeroom organisation and tidiness, including unpacking new resources. 6. Individual assessments, feedback and tracking as directed by the teacher. 7. Attend planning meetings, as necessary. 8. Prepare materials as required. 9. Complete administrative tasks, as requested. 10. Keep records, as instructed. 11. Administer student assessments.
Skills/ Experience	<ol style="list-style-type: none"> 1. Have an understanding of program objective and content. 2. Work with a small group of students effectively. 3. Appropriate behaviour management. 4. Direct students in various tasks, as required by teacher. 5. Interpret and/or simplify instructions for particular needs. 6. Adapt/modify learning tasks. 7. Understand and use effective questioning techniques. 8. Keen observation skills. 9. Competent user of ICT. 10. Know operational procedures for school equipment, such as computers, IWB, data projector, camera etc. 11. Administer basic assessments. 12. Know and comply with protocols and boundaries.