



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Title	Timetabling & Daily Organisation Coordinator (Acting)
Classification	Full Time
Position of Leadership	POL 3
Time Allowance	14 x 70-minute periods per 10-day cycle
Length of Appointment	1 year (with a full-time ongoing teaching role)
Key Reports	Vice Principal Staff & Operations Daily Organiser
Award	Catholic Education Multi Enterprise Agreement 2022
Membership	College Operations Team

Purpose of the Position

The Timetabling & Daily Organisation Coordinator is responsible to the Vice Principal Staff & Operations for the duties outlined below in accordance with Catholic Regional College Caroline Springs policies and procedures.

The Timetabling & Daily Organisation Coordinator will play a central role in constructing the College's various timetables, ensuring they effectively and efficiently support the staffing and curriculum needs of the College. Working in close collaboration with the Vice Principal Staff & Operations and the College Operations Team, the Timetabling & Daily Organisation Coordinator will be responsible for overseeing the day-to-day organisation of the College, contributing to a seamless flow of activities throughout.

As a highly organised and proactive individual, the Timetabling & Daily Organisation Coordinator will actively collaborate with the Operations Team to ensure all College activities and events are efficiently managed, with significant attention to detail, with the capacity to maintain a high level of confidentiality.

The Timetabling & Daily Organisation Coordinator will actively participate in the implementation of the College Vision and Mission Statement and be guided by the College motto of *Live Fully Act Justly*.

Portfolio Responsibilities

The Timetabling & Daily Organisation Coordinator has two specific portfolio responsibilities: *Timetabling* and *Daily Organisation*. These are further outlined below.

Timetabling

- Construct College timetables in alignment with staffing and curriculum objectives, optimising resource allocation and promoting effective learning opportunities.
- Oversee the development of staff and student timetables, taking into account individual preferences and specific subject requirements and resourcing constraints.
- Monitor and address any timetable-related issues or conflicts, promptly implementing solutions to minimise disruptions.
- Proactively seek opportunities for process improvement, striving to enhance efficiency and effectiveness in timetabling and daily operations.
- Assist in the development of staffing allotments and draft timetable grids, including the maintenance of the SchoolData platform.
- Ensure that all timetables are current and synced with the Learning Management System (SEQTA), Synergetic and the Daily Organiser module.

- Action timetable adjustments as directed by the Vice Principal Staff & Operations.
- Produce all yard duty grids and allocations.
- Prepare semester examination timetables and end of year transition program timetables.
- Participate in the review and development of the timetable and related organisational arrangements, including monitoring and reporting on trends in subject choices and class sizes.
- Generate relevant data reports as required.
- Collaborate extensively with the Vice Principal Staff & Operations to ensure smooth coordination of all aspects related to timetabling, staffing and operations.
- Other duties as required by the Principal and/or Vice Principal Staff & Operations.

Daily Organisation

- Work closely with the Daily Organiser & Events Manager to ensure seamless management of college events and daily activities and replacements.
- Raise with the Vice Principal Staff & Operations any concerns that may arise with respect to individual teachers / replacement teachers which may have an adverse impact on the continuity of learning for their class/es.
- Liaise with the Vice Principal Staff & Operations to ensure adequate coverage of teachers on extended periods of absence.
- Fulfil all aspects of College Daily Organisation in the absence of the Daily Organiser & Events Manager.
- Remind and upskill staff on appropriate procedures using the EMS360 system for Leave and Absence.
- Monitor staff workload and provide guidance accordingly to the Vice Principal Staff & Operations.
- Assist the Vice Principal Staff & Operations in gathering feedback from staff on the performance of individual CRTs and use this to inform future CRT bookings.
- Provide support and guidance to members of the Operations Team to ensure a smooth process of day-to-day organisation.
- Provide induction material for Casual Relief Teachers new to the College.
- Produce reports to represent and visualise replacement and absent staff data, including highlighting trends, as requested by the Vice Principal Staff & Operations.
- Other duties as required by the Principal and/or Vice Principal Staff & Operations.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation.
4. Proven capacity as an exceptional leader, with high level organisational and administrative skills.
5. Highly developed interpersonal and communication skills.
6. An ability to work collaboratively and facilitate dynamic teamwork.
7. An excellent grasp of current educational and operational thought and practice.
8. An understanding of SEQTA or other relevant Learning Management Systems, including sync processes for Timetabling.
9. Proven understanding of timetabling packages, and/or a commitment to ongoing professional learning in this area.
10. A demonstrated capacity to maintain confidentiality, where appropriate, for staff and students.
11. Proven success as an exemplary teacher.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.