

## College Timetabler Role Description

Catholic College Sale, in the Marist and Sion traditions, fosters a Catholic and Mission focused environment that encourages all learners to strive for excellence and to grow in their potential. In this context teacher leaders strive to provide technical, human, educational, symbolic and cultural leadership, which is student centred and which facilitates the development of each student's potential in an environment of trust, excellence and best practice.

Teacher leaders commit to building a reflective, collaborative and cooperative culture which engages the hearts and minds of every student every day. As a leader within the Catholic College Sale community we believe that effective learning in our Catholic context is built on engagement, growth and excellence, always centred on the whole person.

The College Timetabler has responsibility for the College timetable. The College Timetabler is appointed by the Principal and is responsible to the Principal and Deputy/Assistant Principals.

The College Timetabler will work in partnership with the Assistant Principal - Learning and Teaching and the Director of Senior Studies and:

- The College Timetabler will act as a change agent to facilitate the implementation of holistic active learning practices for teachers and students within the College.
- As a leader at the College facilitate the development and provision of a learning culture that is flexible, adaptable, learner-centred and in consideration of individual students wellbeing.
- Demonstrates a sound knowledge of timetabling software and timetabling practices to achieve the best outcomes for students.
- Engages in ongoing professional learning that will promote a culture that supports a learning environment where students are challenged and engaged.
- Builds positive and ongoing relationships and partnerships with parents/carers.

### Team Structure:

The College Timetabler works collaboratively with the Assistant Principal - Learning and Teaching and the Director of Senior Studies.

### Specific Responsibilities:

The College Timetabler will assist the Assistant Principal Learning and Teaching to develop a College timetable in consideration of College Priorities and student subject selections.

The College Timetabler is responsible for:

- Facilitation of the integration and uploading of College timetable to SIMON initially and on a regular basis.
- Together with the Assistant Principal Learning and Teaching monitors a working copy of the timetable.
- Provides room allocation in consultation with the Assistant Principal Learning and Teaching in consideration of appropriate staff requests.
- Ensures teachers, students and administrative staff have access to required timetable when directed by the Assistant Principal Learning and Teaching for Headstart, beginning of school year, change of Semester etc.
- Facilitates solutions to timetabling issues in consultation with the Assistant Principal Learning and Teaching.
- Modifies and updates the timetable during the year as required by the Assistant Principal - Learning and Teaching.
- Plan and arrange web preference files prior to availability to students.
- Facilitate the uploading and organisation of student files for student web preferences and student modules.
- Provide professional development for staff and instructions for students and parents to allow the completion of web preference proforma.
- Assist in counseling students on subject selection preferences and student choices to resolve timetable clashes.

- Oversee the management of student files.
- Work in conjunction with the Assistant Principal - Learning and Teaching and the Timetable Administrator to resolve student and other timetable issues.
- Maintain student files throughout the year and provide regular updates to students, staff and administration as required.
- Other duties as requested by the Principal from time to time.

#### Professional Responsibilities and Accountability:

The role of the College Timetabler at Catholic College Sale is expected to:

- Reflect and nurture the Vision of the College in the course of their work.
- Commit to and provide Christian leadership through vision, service and example.
- Energise staff, students and parents through the development of quality relationships and the fostering of community.
- Promote a culture of ongoing improvement.
- Ensure all leadership decisions are implemented in a professional and equitable manner.
- Ensure the role is carried out in a responsible and ethical manner.
- Present consistently and effectively as a role model for others.
- Ensures ongoing familiarity and commitment to College and Diocesan Policies
- Ensures exemplary commitment to all Child Safe Policies and Protocols.

#### Classification:

POL: 3

Time Allowance: 6 periods per cycle

Tenure: 2021-2023

Review: 2021

*Please note: this role description will remain draft for 2021 to ensure the clarity of role and purpose moving forward. All POLs are appointed for a period of 3 years, with a formative leadership review undertaken at the end of Year 1 of the appointment.*