

St Francis de Sales College

TIMETABLER / DAILY ORGANISER

Position Information Document



St Francis de Sales
COLLEGE

Stream	Resources	<input type="checkbox"/>	Admin & Finance	<input type="checkbox"/>
	Curriculum	<input type="checkbox"/>	Boarding House	<input type="checkbox"/>
	Early Childhood	<input type="checkbox"/>	Services	<input type="checkbox"/>
	Other Professionals	<input checked="" type="checkbox"/>		
Grade: Negotiable based on experience and qualifications				
Employment Category				
Permanent	<input checked="" type="checkbox"/>	Replacement	<input type="checkbox"/>	Temporary
			<input type="checkbox"/>	Casual
			<input type="checkbox"/>	
Hours work per fortnight: 75 (7:30am – 3:30pm Mon – Fri)				
Weeks worked per year: 45 (39 Term Time, plus 2 weeks after students finish, January 2 weeks prior to students commencing and the 2 nd week of the April and September school holidays)				
Commencing: 2025				

At St Francis de Sales College we aim to provide opportunities for the growth and development of all of our community members so they may 'be who they are and be that well.' We strive to inspire all to develop a love of learning and enable them to reach their full potential by living, through a Catholic lens, the College's seven Heart Values of *Faith; Perseverance; Compassion; Integrity; Respect; Wisdom and Justice*. This is the foundation and the essence upon which this role is based.

“Be who you are and be that well”

Key Working Relationships

The Timetabler / Daily Organiser works closely with the Deputy Principals, Directors of Learning to ensure the smooth operation of the College timetable, daily events and organisation for the effective operational functioning of the academic portfolio across the College. These functions include, but are not limited to, timetabling, subject selection, subject changes and the support of daily and other key operational aspects of the College. This includes the allocation of teachers to classes in the timetable and on a daily basis when teachers are absent.

The Timetabler / Daily Organiser is required to exercise innovative, creative and purposeful leadership to support students in accessing their desired academic pathway and support every student in finding their pathway and the opportunities on offer to them and to ensure effective, efficient and appropriate staffing of the College's timetable and daily operations.



St Francis de Sales College is a R-12 Catholic Co-educational College in the Adelaide Hills

FAITH | PERSEVERANCE | COMPASSION | INTEGRITY | RESPECT | WISDOM | JUSTICE

Some out of hours work will be required and a weekly allowance (the equivalent of 5 hours per week) provided for taking and actioning out of hours calls from staff.

The Timetabler / Daily Organiser is responsible to the Principal and reports to the Principal through the Business Manager.

The primary role of the Timetabler / Daily Organiser is for the preparation and management of the College timetable and daily operations.

Significant Working Relationships

- College Leadership Team
- Staff
- Students
- Parents and Caregivers
- External stakeholders including CESA personnel
- Edval providers

KEY RESPONSIBILITIES

Timetable Coordination

- Collaboratively construct, execute and manage all aspects of College's R-12 timetable according to the KPI's established by the College Leadership Team that reflects school priorities and promotes effective learning and teaching.
- Consider and respond to the various needs of timetabling in a R-12 College.
- Provide information to the Deputy Principal – Learning, to enable decision making and consultation with teaching staff.
- Manage and coordinate the timeline and procedures for the successful development of the timetable. Provide advice on organisational matters regarding the number of classes required, room allocations and staffing requirements to enable timely decision making.
- Maintain an accurate and up-to-date timetable and related databases, making adjustments on an as needs basis as well as at semester changeover times.
- Work in partnership to ensure that the staffing allocations within the timetable are within the parameters set by the College Leadership Team.
- Prepare and manage classroom allocation, yard duty roster and other such extraneous features of a timetable as required.
- Be responsible for evaluation of the Timetable software providers regarding updates, fixes and training, including recommendations to the Business Manager regarding service level contracts and the purchase and briefing of new products.
- Working with the Deputy Principals and other key staff, to ensure good communication with all parties involved in subject/timetabling processes, notifying students of selecting subject preferences and issuing timetables to staff.
- Ensure that the timetable construction is completed in a timely manner and in doing so meets the necessary timelines as developed in partnership with Executive Leadership.

Timetable Development – Staff / Students / Families

- In conjunction with the Deputy Principals, Directors of Learning and Year Level Leaders, communicate with all parties involved in subject/timetabling processes; communicating with parents in regard to subject counselling processes, notifying students of selecting subject preferences, issuing timetables to staff.
- Provide a high level of support in the management of student subject selection process and changes, which includes but not limited to managing software, collating subject preferences, setting up counselling, distributing of choices, new students, etc...
- Work collaboratively with Curriculum Leaders and Year Level Leaders through the staffing allocation process.
- Manage Edval documentation regarding FTE, teacher sets and teacher intentions.
- Collate and take advice on teacher intention data for subsequent year in timetable production.
- Liaise with College SEQTA Key Teacher in matters related to timetable.
- Maintain accurate records of staff information.
- Assist the Deputy Principals with annual reports about teaching loads and work patterns.

Subject Selection & Subject Change

- Manage the subject selection process including the construction of the online subject selection portals in consultation with the Deputy Principal – Learning and Director of Learning 7-12.
- Work in partnership with College Leaders to ascertain curriculum offerings.
- Support the Learning Leaders in the development of subject selection handbooks, ensuring that accurate information is provided to students throughout the subject selection process.
- Work with the Director of Learning 7-12 and appropriate Year Level Leaders to manage student subject changes and work collaboratively with key stakeholders throughout this process, including, but not limited to, parents/caregivers and staff.
- Maintain accurate data relating to subject changes.
- Ensure subject change processes provide the best outcomes for all stakeholders and are communicated effectively.
- Ensure subject change processes are regularly reviewed using data to inform these reviews.

Parent Teacher Learning Reviews (PTLR)

- Coordinate and construct the interview bookings for PTLR according to the KPI's established by the College Executive

Pre-Service Teacher Site Coordinator

- Report to the Deputy Principal – Learning to be the point of contact for universities relating to the College supporting placement of pre-service teaching staff.
- Manage other matters related to the placement of pre-service teachers at the College

Daily Organiser Duties

- Be the point of contact for all staff who are absent.
- Coordinate and book relief teachers as needed, including forward planning.
- Management of daily absence of staff, employment of relief staff (TRTs) from an approved list.
- Monitor staff movements and absenteeism to effectively manage the placement of temporary relief staff and provide daily relief timetable solutions.
- Coordinate the employment of temporary relief staff to ensure that timetable commitments are fulfilled.
- Ensure that temporary relief staff are appropriately inducted and introduced.
- Maintain an up-to-date register of available TRT staff, ensuring appropriate qualifications and clearances are provided prior to employment and temporary relief staff are appropriately inducted and introduced.
- Using Edval software, provide timetable solutions using staff relief quotas and temporary relief staff to cover absences including:
 - Staff Leave
 - Professional Development
 - Excursions and Meetings
 - Exams
 - College Semester.
- Ensure that General Access in Edval is up to date and reflects staff absences.
- Notify excursion details and other College information via morning email sourcing information from, PD and the term calendar.
- Provide reliable out of hours staff access to School Administrator mobile phone,
- Reconcile TRT records fortnightly for Payroll.
- Create and maintain classroom bookings.
- Maintain College Calendar.
- Checking Consent2Go for events on College Calendar.
- Maintain professional development spreadsheet.

Other Duties

- Undertake Sync from Edval Timetable to SEQTA on a as needed basis
- Manage beginning of year setup in Edval Daily, including yard duty roster.
- Support in the management of student databases, ensuring data integrity and rolling over student information from one year to the next.
- Maintain confidentiality as necessary and appropriate.
- Promote a safe working environment for all staff, students and volunteers.

SPECIFIC SPECIFICATIONS

Skills and knowledge

- Demonstrate commitment to the Vision, Mission and Values of St Francis de Sales College.
- Ability to work with minimal direction and to exercise initiative.
- Demonstrate an ability to learn and utilise new software systems.

- Demonstrate the ability to understand a number of the College's organisational systems including (but not limited to) Edval, Edval Daily, Consent2Go and SEQTA.
- Ability to locate, analyse and apply information in the operation of administrative systems.
- Excellent communication and interpersonal skills with a high degree of confidentiality and discretion.
- Demonstrate ability to work as an effective team member and to provide cover for other team members when needed.
- Possession of high-level prioritising and time management skills and the ability to work to deadlines.
- Demonstrate ability to learn and apply new concepts quickly.
- Actively participate in training and professional development, as applicable.
- Support College community during relevant student and staff events.
- Have a commitment to review and develop procedures to ensure effective delivery of administrative functions within the role.
- Perform other duties as required by the Principal.

ROLE REQUIREMENTS

- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification HLTAID009-012 (First Aid in Education and Care setting training).
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.