

Position Information Document

Director of Timetabling

Champagnat and Marcellin Campus

Context

Sacred Heart College is a Catholic secondary school in the Marist tradition, comprising two campuses: Champagnat (Years 7–9) and Marcellin (Years 10–12). Marist education values presence, practicality, and purpose, recognising that formation happens through relationships, example, and meaningful work. Our mission is “to awaken in young people the desire to grow, to contribute, and to find their place in the world” (*In the Footsteps of Marcellin Champagnat*, 2023, [112]).

The Director of Timetabling plays a critical role in ensuring the effective operation of both campuses by planning and managing timetables, staffing allocations, and resource use. Through this work, the Director of Timetabling supports high-quality teaching and learning and fosters alignment between the two campuses. The role requires strategic oversight, strong collaboration, and attention to the distinct needs and operational patterns of each campus, while also promoting cohesion across the College.

Broad Purpose

The Director of Timetabling is responsible for the planning, construction, and implementation of the timetable across both the Champagnat and Marcellin campuses. This includes the allocation of staff, learning spaces, and resources to support effective curriculum delivery through a single, unified timetable structure. The role also involves analysing relevant data to support strategic staffing and long-term workforce planning. Through strategic coordination of timetabling and related logistics, the Director of Timetabling ensures that College operations run efficiently and that resources are used to their fullest educational value.

Key Areas of Work

Timetabling and Analysis

The Director of Timetabling will:

- manage the end-to-end timetable cycle for the Champagnat and Marcellin campuses, ensuring it meets the needs of students, staff, and curriculum requirements;
- work in partnership with Heads of Campus, Directors of Teaching and Learning, and Heads of Learning Area to ensure the timetable reflects strategic and educational priorities;
- analyse enrolment, subject selection, class size, and staffing data to inform timetable development in alignment with College priorities and resourcing frameworks;
- provide advice to College Executive on emerging patterns, staffing efficiency, and opportunities for structural improvement;
- lead scheduled reviews of the timetable at each campus, incorporating feedback and usage data to evaluate effectiveness;
- enable cross-campus staffing and promote subject-specific expertise through strategic timetable design;
- coordinate final verification processes to ensure all published timetables are accurate, feasible, and quality assured;
- monitor teaching FTE and provide data-informed recommendations to support workforce planning; and
- implement refinements to timetabling practices in response to feedback from staff, students, and operational leaders.

Resource Management and Operations

The Director of Timetabling will:

- oversee the allocation of teaching spaces, offices, and specialist facilities, ensuring their effective and equitable use across both campuses;
- monitor room utilisation and recommend adjustments to improve efficiency and support learning outcomes;
- have oversight of the TRT budget and support the Daily Organisers in allocating relief staff in a timely and fiscally responsible manner;
- line manage the Daily Organisers and Timetable Administrators, ensuring consistent, efficient practice across both campuses;
- act in the role of Daily Organiser during periods of planned or unplanned absence;
- support staff in the effective use of timetabling and scheduling software where required;
- contribute to emergency management procedures consistent with the role's senior responsibilities; and
- coordinate the setup and maintenance of timetable-related sync processes across platforms (e.g., Edval, Synergetic, SEQTA) in partnership with IT, Timetable Administrators, and relevant data management staff.

Planning and Coordination

The Director of Timetabling will:

- oversee the work of the Timetable Administrators to ensure timely implementation of student subject changes and timetable adjustments;
- coordinate the scheduling and logistics of Timetable (Web) Choice, the College's online subject selection module, to accurately capture students' subject preferences;
- work with the College Registrars and Timetable Administrators to ensure new enrolments are promptly added to Edval and assigned to subjects, houses, and homerooms;
- prepare staffing and rooming plans for large-scale assessments such as NAPLAN, Progressive Achievement Testing, and examinations;
- working with the Daily Organisers, oversee the scheduling and logistics of major College events that intersect with the timetable, including Sports Day, Transition Day, and Marist Day; and
- contribute to cross-campus operational planning to support programs requiring multi-team coordination.

General

The Director of Timetabling reports regularly to the Heads of Campus and Directors of Teaching and Learning, and works in close collaboration with the Deputy Principal to ensure timetabling structures remain responsive to College priorities, student needs, and evolving state and national requirements.

The Director of Timetabling is expected to contribute to strategic planning conversations related to staffing, curriculum design, and operational efficiency, and to provide informed advice that supports evidence-based decision making.

The Director of Timetabling participates in relevant Leadership Team meetings as required (such as the Champagnat Leadership Team, Marcellin Leadership Team, or Hearts Leadership Team), particularly where matters of curriculum, staffing, or operations require timetabling input.

The Director of Timetabling may be assigned additional responsibilities by the Principal or Deputy Principal.

Qualifications and Experience

Essential qualifications and experience

The following are required for the role:

- demonstrated experience in educational timetabling and logistics;
- proven capacity to manage complex timetables, staffing allocations, and rooming across multiple teams or campuses;
- proficiency in relevant scheduling and student information systems (e.g., Edval, SEQTA, Synergetic);
- strong organisational and analytical skills, with attention to detail in managing large-scale data sets and operational processes; and
- effective communication and collaboration skills across varied stakeholders.

Desirable qualifications, skills and experience

The following are considered advantageous:

- experience working in a school or educational setting;
- familiarity with SEQTA, Synergetic, and other school-based platforms;
- prior involvement in cross-campus or multi-site timetabling; and
- experience contributing to process improvement, systems refinement, or operational reviews.

Screening and Compliance Requirements

The employee must hold and maintain the following certifications and clearances throughout their employment:

- a current Working with Children Check in accordance with Catholic Education South Australia ("CESA") requirements;
- a current National Police Clearance with no disclosable court outcomes or financial disqualifications;
- approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care);
- a current First Aid certificate or qualification (as applicable to the role);
- any additional certifications, registrations, or qualifications necessary for the safe and effective performance of the role; and
- an understanding of, and compliance with, all screening and clearance requirements applicable to employees, volunteers, and contractors.

Additional Requirements for Registered Teachers

- current registration with the Teachers Registration Board of South Australia; and
- accreditation to teach in CESA.

Workplace health and safety

Workers have a responsibility to:

- take reasonable care for their own health and safety;
- avoid actions or omissions that may adversely affect the safety of others;
- follow reasonable instructions related to health and safety; and
- cooperate with College policies and procedures related to WHS.

In practical terms this means to:

- using equipment and systems in a safe and appropriate manner;
- reporting hazards, incidents, or near misses promptly;
- participating in WHS training and induction as required; and
- following WHS guidance provided through CompliSpace and other College systems.

Staff in **Positions of Responsibility** or **Managers** (including the **Director of Timetabling**) are additionally required to:

- support WHS compliance across their areas of oversight;
- ensure staff under their leadership are aware of and follow WHS procedures;
- escalate unresolved or systemic WHS issues to the relevant College leaders;
- participate in incident investigations, risk assessments, or workplace inspections when requested; and
- respond appropriately to staff reporting work-related psychosocial concerns, such as conflict, bullying, or harassment.

Behavioural Expectations and Fair Treatment in the Workplace

Employees of Sacred Heart College are expected to:

- uphold the Code of Conduct for Staff Employed in Catholic Education SA;
- act professionally and respectfully in all interactions with students, families, and colleagues;
- comply with policies and legislation related to equal opportunity, bullying, harassment, and workplace safety; and
- seek clarification or support if unsure about expected standards of behaviour.

Performance review

All employees are required to proactively participate in the College's Performance Development Program including periodic review.

Conditions of employment

Where the appointee is a teacher:

The term of appointment is four years. Salary and conditions are in accordance with the South Australian Catholic Schools Enterprise Agreement (as amended from time to time). This position is classified as a Position of Responsibility (POR) 4 and includes a time release of at least 0.60 FTE. This release typically covers the equivalent of three teaching lines and a homeroom.

Where the appointee is not a qualified and registered teacher:

The salary and conditions entitlement is consistent with that of the Enterprise Agreement as follows:

Award:	South Australian Catholic Schools Enterprise Agreement 2020
Category:	Education Support Officer
Stream	Administration
Classification:	Grade 6
Weeks	48 (negotiable)
Prime location:	Marcellin Campus, Somerton Park and Champagnat Campus, Mitchell Park with flexibility to work at any College site as required.

In keeping with the Enterprise Agreement, permanent ESO positions are untenured.

Reporting/working relationship

Immediately responsible to: Heads of Campus

Line management from: Deputy Principal

References

Institute of the Marist Brothers of the Schools. (2023). *In the footsteps of Marcellin Champagnat: Marist educational mission* (2nd ed.). Rome: Marist Brothers – Secretariat for Education and Evangelisation.