

# TIMETABLER

## Position of Leadership

<b>Classification</b>	POL 3	<b>Time Release</b>	13 periods a fortnight
<b>Appointment Period</b>	3 years (2027 to 2029)		
<b>Scope</b>	Whole School		

## Position Purpose

The Timetabler has responsibility for the management of the College timetable. The Timetabler works collaboratively with College leadership to problem-solve, implement, and maintain a flexible and effective timetable aligned with College priorities, and is student-centred. The role oversees timetabling systems, preferences, room allocations, student files, and Learning Management System integration, while resolving timetable issues and supporting subject selection processes. The Timetabler promotes learner-centred practices, ensures accurate and timely access to timetable information for staff, students, and families.

## Reporting Relationships

**Position reports to:** Deputy Principal-Head of Campus

**Leads/Direct reports:** Nil

**Key relationships:** Deputy Principal-Head of Campus, Assistant Principal – Staff Wellbeing & Development, College Leadership, Operations team, Heads of Student Learning & Programs, teachers.

## Key Duties & Responsibilities

The Timetabler will work in partnership with the Deputy Principal-Head of Campus and Assistant Principal Staff Wellbeing & Development to:

- Seek to improve practice to facilitate the implementation of holistic active learning practices for teachers and students within 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.
- Engage in ongoing professional learning that will promote a culture that supports a learning environment where students are challenged and engaged.

Include but are not limited to:

- Commitment to the ethos, values, and vision of Lavalla Catholic College as a Catholic school in the Marist tradition.
- Assist the Deputy Principal-Head of Campus to develop a College timetable in consideration of College Priorities and student subject selections.
- Facilitation of the integration and uploading of college timetable to the Learning Management System initially and on a regular basis.
- Together with the Deputy Principal-Head of Campus manage the master copy of the timetable.
- Provides room allocation in consultation with other key leaders in consideration of appropriate staff requests.
- Co-facilitate collection and collation of student subject selection data (web preferences).

- Ensures teachers, students and administrative staff have access to required timetable when directed by the Deputy Principal-Head of Campus ready for Transition and beginning of school year, change of Semester etc.
- Facilitates solutions to timetabling issues in consultation with the Deputy Principal-Head of Campus.
- Modifies and updates the timetable during the year as required by the Deputy Principal-Head of Campus.
- 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 counselling students on subject selection preferences and student choices to resolve timetable clashes.
- Oversee the management of student files.
- Maintain student files throughout the year and provide regular updates to students, staff and administration as required.
- Provide advice and modelling of future timetabling directions that further enhance College learning and teaching.
- Perform other duties as directed by the Principal.

#### **Other**

- Regularly communicate with the community in College publications on matters relating to this role.
- Creation and management of all related budgets.

*This role description is not intended to be a prescriptive document and therefore may evolve as the position develops and forms.*

### **Essential Requirements for the Role**

#### **Qualifications & Experience**

- Suitable academic qualifications with current VIT registration.
- Relevant experience and or additional qualifications relevant to the role.
- Experience in leading and managing the performance of a team.
- Demonstrated strategic thinking and provision of advice to drive and lead outcomes.
- Accreditation to teach Religious Education or Lead in a Catholic School, or preparedness to work towards.

#### **Personal Attributes & Skills**

- Passion and enthusiasm for teaching, with current knowledge of educational theory and practice.
- Leadership capacity to realise the strategic vision and mission of the College and inspire others in its achievement.
- Ability to develop capacity in others, through coaching and mentoring.
- Exemplary communication skills.
- Demonstrated understanding of how to lead an effective team.
- High-level ability to be a proactive problem solver and decision maker.
- Demonstrated ability to implement improvement activities.
- Excellent organisational and time management skills.
- Exceptional personal standards of honesty, integrity and professionalism, and who remains calm under pressure.

## **Our Commitment to Child Safety**

Lavalla Catholic College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

All staff are required to be conversant with, and comply with, the College's Marist Child Safe Adult Code of Conduct and Child Safeguarding Policies. It is a condition of employment for a staff member to be deemed a person suitable to work with children.