



POSITION Description



Daily Organiser

POSITION DESCRIPTION

Line Manager:	Deputy Principal – Academic Culture		
Direct Reports:	Assistant Daily Organiser		
Tenure:	2026 - 2029		
POR Allowance:	\$9,629.00 gross per annum	Time Release:	To be negotiated with Principal

POSITION SUMMARY

The Daily Organiser will work closely with the Deputy Principal – Academic Culture to ensure the College curricular and co-curricular programs function in an effective and efficient manner. The Daily Organiser is responsible for the daily staff allotment related to extras and engagement of casual relief teachers.

At St Patrick's College, we aim to create a joyful workplace that celebrates the uniqueness of every staff member. We believe our staff are our greatest asset, and we are committed to ensuring that, through collaboration, teamwork, continuous professional development, and support, all staff have the opportunity to reach their full potential and make their best contribution to the College.

We understand that fostering a positive and supportive environment for our staff directly impacts the quality of education and care we provide for our students. By empowering our staff, we ensure that they are best equipped to inspire and guide our students to achieve their fullest potential. Together, we strive to create an environment where both staff and students flourish in a culture of excellence.

The Daily Organiser will maintain a commitment to ensuring adherence to all policies and procedures, compliance with legislative requirements, and alignment with the College's strategic objectives. They will uphold child safeguarding protocols, foster a secure environment for students, and collaborate with the Principal and Leadership Team to ensure continuous adherence to child safety obligations pursuant to Ministerial Order 1359. Additionally, they will contribute to the College's occupational health and safety responsibilities in accordance with relevant legislation and actively engage in risk identification and management in line with the College's established risk management framework.

DUTIES AND RESPONSIBILITIES

Leadership

- Lead with passion, commitment, responsibility and respect, fostering a culture of kindness and service
- Provide leadership and subject matter expertise within the role
- Contribute to innovative strategies that enhance the College's future-focused educational vision and improve student outcomes
- Support and encourage the teaching community to strive for excellence in a professional and collegial manner
- Collaborate as an accountable decision maker
- Build professional capacity and ongoing growth through reflective practice
- Participate in relevant working groups and committees, attending meetings as required in the leadership role

Relationship Development

- Foster a culture that values and supports teamwork, collaboration, collegiality, innovation, trust, openness and participation
- Build positive, professional relationships across all areas of the College community
- Work cooperatively with and support colleagues in leadership roles through collaboration and mentoring
- Facilitate a supportive and enriching learning culture of high expectations for all
- Contribute to maintaining high standards of behaviour and positive relationships
- Role model professional competency, ensuring behaviour and presentation meet College expectations

Position of Responsibility

- Development of a pool of appropriately qualified teachers who can be called upon should casual relief teachers (CRT) be required
- Taking phone calls from staff unable to attend work due to illness, injury, personal or other reasons
- Allocating extras and CRT teachers to cover absent teachers
- Ensuring relief teachers have work from absent teacher to give to classes
- Following up to ensure that classes are covered and that the absent teacher's instructions are followed
- Providing details of CRT so that appropriate payments can be made
- Evaluating quality of CRT used over the course of a term and, where possible, ensuring the best quality CRT are used by the College
- Supporting Head of School in scheduling staff for curricular programs conducted during term time – for example Melbourne Experience, Immersion Weeks and major outdoor education excursions
- Supporting the Deputy Principal – Academic Culture in rostering/allocating staff for yard duties, exam periods and other roles during significant events such as assemblies and Edmund Rice Day

EXPERIENCE AND QUALIFICATIONS

- Understanding of the role of leader, specific to the Catholic context and Edmund Rice charism
- Expertise in the education, relational and organisation aspects of school leadership
- Commitment to ongoing professional development and academic studies
- Expertise and knowledge necessary for the role, including:
 - Knowledge of the Daily Organiser program
 - Proficiency in SIMON or other LMSIT troubleshooting skills

KEY SELECTION CRITERIA

The following Key Selection Criteria will be used in the selection and appointment of this role. Candidates are to provide a written response as part of their application.

1. Demonstrated experience and skills in problem solving and impeccable organisation
2. Demonstrated clear and calm communication skills
3. High-level ICT proficiency
4. Demonstrated ability in managing various resources including staffing and rooming
5. Demonstrated understanding of the ethos of Catholic Education and the vision of Edmund Rice Education, particularly as to how it is applied on a daily basis in the school community
6. Demonstrated experience in formal or informal leadership roles that positively impact the education experience of students
7. Demonstrated expertise in the education, relational and organisation aspects of school leadership