



Position Description

Position Title	Academic Operations Coordinator
Department	Academic Operations
Reports to	Head of Academic Staff - Years 7–12
Direct Reports	Academic Operations Administrator
Purpose and Objectives	St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane. Reporting to the Head of Academic Staff – Years 7–12, the Academic Operations Coordinator leads the academic operations function for Years 7–12. The position is accountable for the construction and maintenance of the secondary timetable, the subject selection and class allocation process, examination timetabling, and the monitoring and reporting of staff workload against the Enterprise Agreement. The position leads the Academic Operations Administrator and carries a 0.4 FTE teaching allocation. The role gives direct effect to the College's Strategic Intent, Plus Ultra 2030, and in particular to Organisational and Operational Capability: the delivery of services that are agile, responsive, efficient and sustainable, and the stewardship of the College's teaching resource so that it is deployed equitably and to best effect for students. Working under the supervision of the Head of Academic Staff – Years 7–12, you will actively contribute to a positive workplace culture and achieve the highest standards of performance and integrity. Key to the success of this role is sound analytical judgement, the confidence to make and communicate operational decisions directly with middle leaders and staff, and a disciplined approach to financial stewardship and record keeping.
Key Accountabilities	Timetable and curriculum delivery 1. Construct the Years 7–12 College timetable using Timetabler software, in consultation with the Head of Academic Staff – Years 7–12 and Curriculum Leaders, to reflect agreed curriculum structures, priorities and College policies within published timelines. 2. Explore and propose structural models for the timetable that enable innovation in curriculum delivery, including flexible and extended learning experiences, and bring recommendations to the Head of Academic Staff – Years 7–12 for consideration, including costed staffing scenarios and operational implications of proposed change. 3. Determine the allocation of rooms, teaching facilities and available teaching resource across the secondary timetable, and advise senior leaders on future room and staffing requirements. 4. Resolve complex timetabling issues and discrepancies, escalating to the Head of Academic Staff – Years 7–12 only those matters that alter an individual's FTE, create an exception to the Enterprise Agreement, or fall outside the Class Size Policy. 5. Determine and publish individual staff and student timetables and teacher duty rosters, and adjust the timetable as required throughout the year. 6. Prepare examination timetables for Years 7–12 in consultation with Heads of Curriculum, the Exceptional Learners Department and the Academic Operations



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	Administrator, ensuring timing, rooming and conditions are clearly communicated and that arrangements are equitable for students and staff. 7. Contribute to the ongoing review and improvement of timetabling practice. Workforce monitoring, compliance and reporting 1. Monitor programmed teaching, preparation and correction time and other duties against Enterprise Agreement entitlements, using Timetabler and Daily Organiser reporting to identify over- and under-utilisation. 2. Maintain the Workload Exception record, documenting each instance in which a staff member works above or below the standard load, together with the justification, the staff member's agreement and sign-off. 3. Maintain the Occasional Functions Register and report annually on compliance with the Enterprise Agreement limit. 4. Ensure timetable and load records reflect duties as allocated and performed, so that utilisation reporting is accurate. 5. Maintain and reconcile Position of Added Responsibility release time and allowance data, and provide it to People and Culture annually for the PAR School Profile and the annual PAR review cycle, reporting any anomalies or exceptions. 6. Report periodically to the Head of Academic Staff – Years 7–12 on workload distribution, utilisation exceptions and PAR release allocation, and make staff timetabled minutes accessible to staff to support transparency. 7. Forecast secondary staffing demand from enrolment projections and curriculum structures, identify recruitment requirements by learning area ahead of the recruitment cycle, and advise on capability risk in subject areas where supply is constrained. 8. Contribute to the development and maintenance of the Teacher Skills and Qualifications database, mapping staff to subject qualifications, teaching areas and coverage capability. 9. Maintain the Workforce Management Procedures Manual for academic operations and daily organisation workflows, including decision-making frameworks, Enterprise Agreement compliance methodology, and College-specific system customisations. Subject selection, enrolment and academic data 1. Manage the subject selection data collection process for Years 7–12, including preparation of the Web Preferences software, notification of students and families (including direction to booklists and subject resources), and liaison with Curriculum Leaders and Admissions to ensure current and future student data is complete. 2. Determine and recommend the number of classes required for the following year, and advise on subject viability against the Class Size Policy. 3. Maintain accurate and current subject enrolment and class allocation data in Synergetic, including the processing of subject changes and communication of outcomes to students, staff and families. 4. Reconcile data across Synergetic and Timetabler, maintaining version control, accurate labelling and consistent referencing across all workforce and load files, as well as maintaining records of teacher and class changes. 5. Provide regular reporting to senior leadership on class sizes, subject allocation and student preference outcomes.
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	Leadership, team and stakeholder engagement 1. Lead, supervise and develop the Academic Operations Administrator, including allocating work, setting priorities, monitoring progress against deadlines, inducting, and contributing to performance review. 2. Maintain and publish an annual academic operations calendar setting out each cyclical deliverable, its owner and its due date, and manage delivery against it. 3. Communicate directly with Curriculum Leaders, Heads of Sub-School and staff on academic operations matters, including leading the annual timetable consultation cycle and negotiating competing departmental requirements. 4. Recognise that academic operations is a single function with complementary peaks: the Coordinator's workload concentrates in Terms 3 and 4 around timetable construction and subject selection, and the Administrator's is daily and concentrates around examination and reporting cycles. Provide active, hands-on support to the Academic Operations Administrator during peak operational periods, and accept the same support in return, so that the function delivers as a whole. 5. Ensure the College maintains at least two staff capable of building the academic timetable, through documented build methodology and a defined capability transfer plan for the Academic Operations Administrator. 6. Monitor casual relief expenditure against budget, identify opportunities for efficiency in the mix of internal and external cover, and report to the Head of Academic Staff – Years 7–12. Teaching 1. Teach an allocated program of 0.4 FTE, maintaining currency of classroom practice and Queensland College of Teachers registration. General 1. Undertake administrative processes and other tasks as directed for the effective achievement of College outcomes, and ensure that all College policies and procedures, including financial management, health and safety, and conduct, are complied with. 2. Forward any complaint received to the relevant central function promptly and in accordance with College policy and procedure. 3. Represent the College positively in engaging with staff, students, families and external providers.
Key Relationships	Internal: Head of Academic Staff – Years 7–12; Head of Teaching and Learning Innovation; Heads of Curriculum; Heads of Sub-School; Curriculum Leaders and Curriculum Leader Assistants; Exceptional Learners Department; Academic Operations Administrator; People and Culture; Payroll; Admissions and Enrolments; Information Technology; teaching staff. External: Timetable Solutions; Synergetic; and casual relief providers.
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. Experience and qualifications SC1: Current registration with the Queensland College of Teachers and a relevant tertiary teaching qualification, together with a proven record of achievement in academic operations, timetabling or school workforce planning in a comparable setting.



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	Knowledge, skills and capabilities SC2: Demonstrated expertise in the construction and maintenance of a secondary timetable using Timetabler or comparable software and demonstrated knowledge of the Synergetic Management System or a similar Student Information System. SC3: Demonstrated analytical capability, including the ability to interpret and reconcile complex workforce data across multiple systems, model staffing and curriculum delivery scenarios, and monitor and report compliance against an industrial instrument. SC4: Highly developed written and oral communication, negotiation and interpersonal skills, with demonstrated capacity to consult, negotiate and resolve contested operational matters directly with middle leaders and staff. SC5: Highly developed organisational, time management and problem-solving skills, with demonstrated ability to manage competing priorities and deadlines within a pressured and changing environment, and to lead and develop a small team. Christian Ethos SC6: An understanding of, respect and demonstrable support for the College's Christian ethos.
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Job Details	
Position Status	Maximum Term with a Permanent Teaching Position The Academic Operations Coordinator responsibilities are held as a Position of Added Responsibility for an initial term of three years. A further appointment will be made subject to the continued designation of the position and a satisfactory performance review conducted towards the conclusion of the appointment period, in accordance with the Enterprise Agreement.
Hours of Duty	Full time – 30 programmed hours per week Monday to Friday 45 weeks per year The allocation is 0.4 FTE programmed teaching and 0.6 FTE release for academic operations. Some work outside standard hours will be required during peak operational periods, including timetable construction, subject selection and examination cycles.
Classification	Substantive teaching position + CL1 with a 1.1 multiplier In accordance with Schedule 7 – Positions of Added Responsibility
Annual Allowance	\$28,974.00 per annum with a 1.1 multiplier
Annual Salary	Determined based on teacher classification. Ranges from Graduate - \$94,967.00 to Proficient 7 – \$124,349.00 Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024.
Superannuation	12.75% employer contribution from 1 July 2025



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Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOORROOPILLY QLD 4068
Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.
Compliance Requirements	Right to work in Australia Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other Relevant Information	The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres



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	Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

26 October 2026