



Penola Catholic College Position Description



Position Title	College Timetabler
Classification	Teacher, Position of Leadership (POL) Level 3
Tenure	2025 – 2027
Time Allowance	350 minutes (7 periods) per week plus additional AOR of 300 minutes per week
Reports to	Principal, Deputy Principal Learning and Teaching

About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,500 students.

Penola Catholic College is a community of students, parents and staff guided by the teachings of Jesus Christ and inspired by the example of Saint Mary of the Cross MacKillop. Enlightened by the Gospel values of Faith, Love, Hope and Compassion, we strive to provide a holistic education which meets the needs and develops the gifts of each student. As a community we recognise that this is best achieved in a welcoming environment with a commitment to justice, service and collaboration.

Position Objective

The College Timetabler is responsible for the effective design and operation of the College timetable. The College Timetabler will prepare and distribute a semester timetable to all teaching staff and students, and maintain and update these throughout the year.

Responsibilities and Accountabilities

- Design the College timetable using Timetabler software in accordance with timetabling parameters provided by the Principal and Deputy Principal Learning and Teaching
- Liaise with the Executive Team and other College leaders, as required, to ensure the smooth and efficient operation of the College Timetable
- Upload the College timetable into Synergetic and MyPenola in a timely manner
- Support and liaise effectively with the Principal and Deputy Principal Learning and Teaching in regard to issues relating to students' subject selection processes, the allocation of loads and the development of timetables, in line with the requirements of the CEMEA and College Priorities
- Process non-teaching responsibilities in the timetable as directed by the Deputy Principal(s) and Principal

- Import relevant class information from previous year and liaise with Deputy Principal Heads of Campus and Directors of Students to set up Learning Groups.
- Provide the Executive and Organisational Teams with timely, accurate and fit-for-purpose information concerning the College timetable
- Provide timely communication to the Principal and Deputy Principal Learning and Teaching of any timetabling arrangements that are in breach of the CEMEA or Consultative Committee agreements.
- Manage the communication of timetable information and changes to all stakeholders as agreed by the Principal and Deputy Principal Learning and Teaching
- Manage the accurate extraction of timetable data and upload relevant reports as required
- With the Human Resources Manager, create load summary information for teaching staff prior to the commencement of the school year.
- Prepare, check and distribute student and staff timetables, and maintain/update these throughout the year
- Liaise with the Daily Organisers in relation to the Yard Duty roster
- Assist with the creation of student subject selection forms in consultation with the Deputy Principal Learning and Teaching
- Setup files for subject selection through the web preferences portal and import subject selections into timetabler
- Support the Executive Team to determine subject offerings by providing accurate data, including subject selection tallies
- Monitor and report on trends of subject sizes and preferences
- Organise the subject blocks for timetabling purposes and liaise with the Deputy Principal Learning and Teaching regarding subjects being offered by the College
- Organise the allocation of rooms and liaise with the Daily Organisers regarding any changes
- Assist with liaising with and advising new students and families on subject and timetable related matters prior to entry to the College
- Update the Timetable throughout the year to accommodate semester changes, staff changes or extended absences, new initiatives and programs, special events and as otherwise directed by the Leadership Team
- Support the development of the examination timetables
- Create HeadStart timetables for senior students
- Undertake appropriate teaching duties where the responsibilities specified for Homeroom/Subject Teachers apply.
- Any other duties as directed by the Principal or Principal's nominee (eg Deputy Principal Head of Campus and or Business Manager)

Experience and Qualifications

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission
- A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church
- A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ
- A capacity to integrate the Church's teachings into all aspects of curriculum.

Commitment to Child Safety

- Experience working with children
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- Be a suitable person to engage in child-connected work

Education and Experience

Essential

- Teaching qualifications
- Current Victorian Institute of Teaching (VIT) registration
- Accreditation to teach in a Catholic school (or be working towards such accreditation)

Desirable

- Accreditation to Teach Religious Education
- Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum
- Demonstrated experience in using ICT to teach subject area
- Preference for experience in inquiry based learning and use of student data to maximise learning outcomes

Skills / Attributes

- Ability to work as part of a team
- Good oral and written communication skills, including ability to communicate with children, parents and the school community
- Experience and proven record in effective learning and teaching skills, including management of composite classes/mixed ability classes
- Ability to demonstrate an understanding of appropriate behaviours when engaging with children
- Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions
- Leadership qualities
- Self-motivation
- Ability and willingness to accept policy directives
- Maturity

Technical Expertise

- Strong organisational and time management skills with an ability to prioritise tasks, meet prescribed deadlines and concurrently manage a number of people and competing tasks
- Demonstrated highly developed interpersonal and communication skills and the ability to liaise and communicate with people at all levels and from varying backgrounds
- Ability to work closely and demonstrate empathy with students and parent/guardians while maintaining the professional role of a guide and administrator
- Ability to work independently and effectively in the face of changing priorities, deadlines and pressures

Additional Information

Annual Review Meetings

Actively participate in the Annual Review Meeting (ARM) process with the Principal or Principal's nominee (Assessor). The ARM is a positive process for the Teacher and Assessor to:

- Identify and establish professional development goals and avenues for professional development;
- Assist the Teacher in relation to the Australian Professional Standards for Teachers (the Standards); and
- Affirm achievements and identify areas for improvement and development.

Meetings

Attend staff meetings and other meetings as required.

Professional Learning

Relevant professional learning can be accessed with the approval of the Deputy Principal Learning and Teaching.

Management of Staff

As a POL holder the incumbent will be required to effectively manage staff including setting directions, providing feedback and raising any performance concerns in accordance with the College's policies and procedures. As a POL it is expected that the incumbent will conduct Annual Review Meetings with staff, if they are nominated as an Assessor.

Employee Obligations

Policies

All staff are employed under and abide by the *Catholic Education Multi Enterprise Agreement (CEMEA) 2022* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.