



Nagle College

Bairnsdale

Let Your Light Shine

Position Description

Position:	Timetabler
Reports to:	Deputy Principal Pastoral, Deputy Principal Student Programs and Staffing
Key Relationships:	College Leadership, Daily Organiser
POR Level:	3
Time Allowance:	10 Periods per fortnight
Tenure:	One year (final year of POL cycle)

Role Purpose:

The Timetabler has a responsibility for the preparation and maintenance of the College timetable.

Key Responsibilities:

Education in Faith

- Support and participate in the faith life of the College including a commitment to the Mission Statement and ethos of the College.
- Assist staff and students to develop their sense of belonging as members of the school through participation in rituals and celebrations that foster the development of a relationship – with each other, with God and with the community.
- Encourage the College community to bring the Salesian charism to life and promote the Salesian values.
- Implement the Salesian pedagogy of learning through relationship and presence based on reason, religion and loving kindness.

Developing Self and Others

- Commit to ongoing professional learning.
- Participate in formative review process.
- Work in an honest, open, creative and flexible manner that contributes positively to the effectiveness of the school.
- Coordinate support staff who assist in this area.
- Encourage members of the College community to have high expectations and value excellence.

Leading the Management of the School

- Demonstrate a sound knowledge of the timetabling software and timetabling practices to achieve best outcomes for students.
- Oversee the timetabling of internal examinations.
- Prepare and analyse subject blockings for the timetable.
- In consultation with the Deputy Principal Student Programs and Staffing, determine the number of classes in each subject.
- Offer advice to with regards to timetabling and staffing.
- Prepare, check, maintain and distribute class lists and student and staff timetables.
- Prepare and analyse subject blockings for the timetable.
- Prepare, construct, maintain, upgrade and reconstruct the timetable during the year.
- Allocate and disseminate assistance duties to staff.
- Set up and maintenance of Web Preferences for Subject Selection.
- Processing new student timetables including subject and elective preferences. Share in the finalising of the blocking component related to timetable construction, including room allocation and student allocations.
- Liaise as appropriate with the Principal and DP's regarding staff allocation and loads.
- Import subject selection changes to SIMON and issue new student timetables.
- Provide master timetables as required to determine meeting schedules.
- Provide class information, staff lists and other data from Timetable as required.
- Publish and export timetable to SIMON, Synergetic, Edrolo and Daily Organiser.
- Update staffing availability (part-time each term).

Additionally:

- Other duties as assigned by the Principal.

Key Selection Criteria:

In addition to the requirements listed above the Timetabler will demonstrate:

- Commitment to the ethos, values and vision of Nagle College as a Catholic school in the Salesian tradition.
- Highly effective interpersonal skills, including an ability to build and sustain effective teams and professional relationships.
- A commitment to ongoing Professional Learning
- Appropriate qualifications and/ or relevant experience to lead in this area.
- A commitment to a child safe environment, demonstrating a duty of care to students in relation to their physical and emotional wellbeing.
- Knowledge and understanding of contemporary practices and policies.
- An ability to work within a collaborative decision-making structure.