

## Timetabler / College Operations

Scope:	Reporting Structure
<p>The Timetabler and College Operations role works closely with the Principal Team, teaching staff, and school leaders to design, implement and adjust the school timetable that meets the diverse needs of students and staff.</p> <p>They also support the operational planning for camps, excursions, and events, ensuring compliance with policy and risk management requirements. The role requires collaboration across teams to maintain a positive and well-organised school environment, informed by data and focused on student learning and wellbeing.</p>	<p><b>Reports to</b></p> <p>Principal</p>
Key responsibilities:	
<p><b>College Operations and Timetables</b></p> <ul style="list-style-type: none"> <li>• Lead the development of the school timetable that complies with curriculum guidelines and VGSA requirements whilst ensuring optimal allocation of resources, including staff, rooms, and equipment to best support the Teaching and Learning program</li> <li>• Collaborate with the Principal Team and Leading Teachers to create staff allotments that meet the diverse learning needs of students and supports all teaching teams to be collaborative and effective</li> <li>• Collaborate with the Principal Team to regularly review and adjust the timetable in response to staffing changes, student needs, and school priorities</li> <li>• Liaise with the Leading Teacher - Pathways and Transitions to support an effective course counselling and selection process by setting up online selection portals and data analysis of student selections</li> <li>• Provide the Enrolments Administration Officer with student timetables at least one day prior to the student's start date</li> <li>• In partnership with the Assistant Principal, oversee the development and update of the school calendar, ensuring minimal disruptions to teaching and learning</li> <li>• Under guidance from the Principal Team, ensure all school operations comply with Department of Education guidelines, school policies, and relevant legislation</li> <li>• Support the Daily Organiser to manage daily adjustments to the timetable due to staff absences, room changes or unexpected events</li> <li>• Implement exam schedules developed by the Leading Teacher - Assessment &amp; Reporting, in collaboration with the Daily Organiser</li> <li>• Communicate effectively with staff, students, parents and carers about school operations, ensuring transparency to foster trust</li> </ul> <p><b>Compass Administration</b></p> <ul style="list-style-type: none"> <li>• Ensure staff and student timetables are synced to Compass accurately and in a timely manner</li> <li>• Support professional development sessions for staff on use of Compass in relation to attendance, timetables, reports, parent teacher interviews</li> <li>• Setup the Parent Teacher Interview cycle by the agreed timeline</li> <li>• Setup the progress report and semester report cycles (including subject templates) by the agreed timeline</li> <li>• Collect and analyse data related to school operations, including event participation, and platform usage, to inform decision-making and improve processes</li> </ul> <p><b>Camps, Excursions, Activities and Events:</b></p> <ul style="list-style-type: none"> <li>• Develop risk management templates on Compass for school events, camps, and excursions</li> <li>• Support logistical arrangements, including bookings, transportation, permissions, and staffing requirements for all school camps, excursions activities and events</li> </ul>	

**Edrolo Administration**

- Manage the administration of Edrolo ensuring timetable data is provided as required to ensure staff and students have access
- Monitor and evaluate the usage and impact of Edrolo on student learning outcomes and provide feedback to the leadership team
- Any other duties as required by the Principal.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the principal, in response to the strategic direction of the school, and the development of the skills and knowledge of the position.