



# College Timetabler

## The College

Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young people grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours.

As a long-standing Catholic school in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

Parade College is the oldest Edmund Rice School in Australia, dating back to 1871, and has a proud history of excellence in the education and pastoral care. Parade offers a multitude of curriculum options for students, whatever their interest may be; from academic, sporting, music, visual arts and trade options.

The College is pleased to announce, our VCE Vocational Major (VCE VM) program at Parade College will become co-educational in 2025. The College will welcome full-time female student enrolments for the first time in our long history, into Year 11 in 2025. Starting in Term 1 2025, our VCE Vocational Major program, based at our Preston campus, will be expanding our student offerings by introducing a new Tertiary Pathways Program. The Tertiary Pathways Program will include a second stream of our highly successful Sport Academy, along with a new Business Academy. Both academies will provide a bespoke educational opportunity that will allow students to gain direct entry into a number of undergraduate tertiary courses at La Trobe University upon completion of the two-year course. *(This exciting co-educational initiative is subject to final approval by VRQA)*

The professional environment for staff at Parade College emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and the College community.

## The Position

The College Timetabler is responsible for preparing and implementing the College timetable to reflect the curriculum directions and priorities of the College, the relevant industrial agreement, and assisting the Deputy Principal in the smooth running of the College. This will be achieved in consultation with the members of the Timetable Management Team.

The College Timetabler manages all components of the timetabling software package for our Bundoora and Preston campuses. The role requires an in-depth knowledge of the timetabling software package, with access to appropriate professional development to be made available as required.

The successful candidate for this position will commence 28 January 2025. The leadership appointment is for a three year term, with an ongoing teaching position. This leadership position attracts a generous Position of Leadership Allowance and time release per cycle.

## About You

The College Timetabler must display: an understanding and awareness of the College's Strategic Plan and priorities; a sound knowledge of College programs and activities; understanding of the regulatory and system level requirements including the industrial agreement; confidentiality and a sense of compassion, fairness and justice; and well-developed ICT, management and communication skills.

The College Timetabler must actively support and promote the values inherent in a Catholic school in the Edmund Rice Tradition, be highly professional in all aspects of the role and display proficiency in areas of organisation, communication, consultation, and decision-making.

All Staff are expected to support and participate in the faith life of the College, including commitment to the College's Mission, ethos, and participate in ongoing professional development and learning.

Candidates will be required to have, and maintain, VIT registration for the duration of their employment.

### **Application Requirements**

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a good understanding of the role.

Applications must include:

- a **covering letter** addressing the **Key Selection Criteria** including your skills, qualifications and experience relevant to the role; together with
- a current **Curriculum Vitae**.

For enquiries please contact the Director of Human Resources via email: [hr@parade.vic.edu.au](mailto:hr@parade.vic.edu.au), or phone: 94683300.

To apply for this position, please visit the Employment Page on the College website via: <https://www.parade.vic.edu.au/school/employment> and select 'Apply'.

**Applications close at 4pm, Monday 16 September 2024.**

*Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work.*

*This community is committed to the safety, wellbeing and protection of all children in our care.*

*Parade College is an Equal Opportunity Employer.*



# PARADE COLLEGE

## POSITION DESCRIPTION

|                       |                             |
|-----------------------|-----------------------------|
| <b>Position Title</b> | College Timetabler          |
| <b>Reports To</b>     | Principal, Deputy Principal |

### PRIMARY PURPOSE OF POSITION

The College Timetabler is responsible for preparing and implementing the College timetable to reflect the curriculum directions and priorities of the College, the relevant industrial agreement, and assisting the Deputy Principal in the smooth running of the College. This will be achieved in consultation with the members of the Timetable Management Team.

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| STATEMENT OF DUTIES         |  |
|-----------------------------|--|
| <b>Key Responsibilities</b> | <ul style="list-style-type: none"><li>• Work closely with the Deputy Principal and the Timetable Management Team, ensuring the College's timetable for both campuses reflects the College's curriculum directions and priorities and the relevant regulatory and system policy requirements, including the relevant Industrial Agreement.</li><li>• Lead the Timetabling program of work including facilitating input from multiple stakeholders into the development of timetable requirements</li><li>• Establish timelines to ensure the following year's timetable for both campuses is completed in advance of the College's Early Commencement Program scheduled during the last fortnight of the student school year in Term 4.</li><li>• Prepare a timetable for the College's Early Commencement Program for both the Bundoora and Preston campuses</li><li>• Provide a high level of support in the management of student subject selection process and changes, which includes but is not limited to the following:<ul style="list-style-type: none"><li>➤ Communicate with all parties involved in the subject selection and timetabling processes e.g. Teaching and Learning Executive, Student Wellbeing Team, Assistant Principal – Partnerships and Pathways, Dean of High Performance Sport, Director of Learning Diversity and Development Office.</li><li>➤ Collaborate with above key stakeholders to explore and adopt innovative ways to strengthen and streamline the Subject Selection Process for students and families.</li><li>➤ Coordinate the selection, collation and notification of subject preferences for existing and new students</li></ul></li><li>• In collaboration with Principal, Deputy Principal, the Timetable Management Team and Human Resources:<ul style="list-style-type: none"><li>➤ Establish provisional staffing requirements for the following year's College Timetable;</li><li>➤ Regularly review the Leave Register and provide ongoing advice on teaching staff replacement needs</li></ul></li><li>• Manage the upload of timetable related data.</li></ul> |

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|   | <ul style="list-style-type: none"> <li>Facilitate the ongoing review and troubleshooting of the processes related to the management and exchange of data between Timetable Solutions and various key College systems including SIMON (Learning Management System).</li> <li>Provide support and training for the Timetable Assistant around the preparation of the yard duty roster, examination timetables, the construction of the timetable and other areas of timetable maintenance.</li> <li>Proactively seek opportunities for process improvement, striving to enhance efficiency and effectiveness in timetabling.</li> </ul>   |
| <b>Annual Timetable build</b>   | <ul style="list-style-type: none"> <li>Setup the Web Preferences portal and import subject selections into the Timetable Solutions software.</li> <li>Support the Timetable Management Team to determine subject offerings by providing accurate data, including subject selection tallies.</li> <li>In collaboration with the Principal, Deputy Principal and Timetable Management Team, set timetable parameters within the Timetable Solutions software to enable timetable grids/lines to support student subject selection and College constraints.</li> <li>Work with the Deputy Principal to develop staff teaching loads in preparation for the following year.</li> <li>Import relevant class information from previous years and liaise with the Timetable Management Team to set up Faculty groups.</li> <li>Construct and staff the College timetable including teaching allocations, rooming, meetings, and other teaching responsibilities in consultation with the Deputy Principal and Timetable Management Team.</li> <li>In collaboration with the Timetable Management Team support the distribution of draft and final teaching loads to staff.</li> <li>Support the distribution of allocated subjects/electives to students.</li> </ul> |
| <b>Ongoing Timetable Management</b>   | <ul style="list-style-type: none"> <li>Update the Timetable throughout the year to accommodate semester changes, staff changes or extended absences, room changes, new initiatives and programs, special events and as otherwise directed by the Principal and Deputy Principal.</li> <li>Work with the College Development Office to support new student enrolments with subject selection, class construction, appropriate House and Tutor Group placement in line with advice provided from the Yr. 7 Transition Coordinator and the Student Wellbeing Team.</li> <li>In collaboration with the Timetable Management Team, Director of Human Resources and Director of Operations, provide timely advice and solutions in assisting the day to day staffing requirements and recruitment.</li> <li>Acquire a thorough understanding of the College's facilities across both the Bundoora and Preston campuses to support the development of a timetable that best supports student learning.</li> </ul>  |
| <b>Systems and Data Management</b>  | <ul style="list-style-type: none"> <li>Manage the importing of the Timetable into SIMON (Learning Management System).</li> <li>Facilitate the management and exchange of data between Timetable Solutions, SIMON, Web Preferences, VASS, and all other College utilised systems.</li> <li>In collaboration with the ICT Team, monitor and address timetable related issues or conflicts, promptly implementing solutions to minimise disruptions.</li> </ul>  |
| <b>Teaching Duties</b>  | <ul style="list-style-type: none"> <li>Teach a class/es across a number of different year levels.</li> </ul>  |
| <b>Other Duties</b>   | Other duties as directed by the Principal and/or Deputy Principal.  |
| <b>KEY PERFORMANCE INDICATORS</b>   |   |
| <ul style="list-style-type: none"> <li>Evidence of balanced timetables produced and maintained in a timely manner to support improved student learning.</li> <li>A timetable completed prior to the completion of the previous semester.</li> <li>A timetable that supports the learning needs of Parade students.</li> </ul> |   |

- Evidence of equity in subject allocations across Learning Areas and teaching staff while maintaining a focus on student learning outcomes.
- Evidence of efficient record-keeping and smooth day-to-day organisation within the College that keeps staff informed of timetable changes in a timely manner.
- Evidence of effective organisational solutions to learning and teaching problems.
- Maintenance of confidentiality, a professional and pastoral rapport with staff, students and the broader College Community.
- Evidence of effective time management skills and initiative in organising work efficiently and with regard to relevant safety guidelines.
- Engagement in professional development and regular supervision – internal and external.
- Attendance and contribution at relevant department meetings and events.

#### POSITION REQUIREMENTS

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| <b>Qualities / Skills</b> | <ul style="list-style-type: none"> <li>• Highly developed organisational, problem-solving and analytical skills, with meticulous attention to detail.</li> <li>• Strong demonstrated ability to collaborate, communicate and facilitate dynamic teamwork with stakeholders at all levels in the development and achievement of organisational goals and objectives.</li> <li>• An understanding of employment legislation, regulations, policies procedures and expectations.</li> <li>• High level of ICT skills, including the ability to understand systems and implement integrations between software systems and propose solutions.</li> <li>• High level of customer service whilst being calm under pressure.</li> </ul>  |
| <b>Child Safety</b>       | <ul style="list-style-type: none"> <li>• Be a suitable person to engage in child-connected work</li> <li>• Be experienced in working with children</li> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards,</li> <li>• Working familiarity with Child Safe requirements and expectations of MACS PROTECT, VIT, EREA and VRQA</li> <li>• A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.</li> </ul>   |
| <b>Selection Criteria</b> | <p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> <li>1. Active support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation.</li> <li>2. Relevant qualifications and proven experience in managing resourcing timetables, rosters and/or schedules within a medium to large organisation</li> <li>3. Demonstrated ability to plan and manage resources effectively and equitably to support both strategic organisational objectives and relevant regulatory and system policy requirements, including relevant Industrial Agreement(s).</li> <li>4. Demonstrated ability to collaborate, communicate and facilitate dynamic teamwork with stakeholders at all levels, with problem solving and negotiation abilities with colleagues in a professional service environment</li> <li>5. High level of ICT skills with advanced skills in Microsoft 365 software package with a high level of accuracy and adherence to critical timeframes, and the ability understand systems and implement integrations between software systems and propose solutions.</li> <li>6. A high standard of personal presentation and integrity and aptitude for working in a setting that prioritises optimal educational outcomes for young people.</li> <li>7. Commitment to ongoing professional learning.</li> </ol> |

## TERMS AND CONDITIONS

- Terms and conditions for this position are as outlined in the Catholic Education Multi Enterprise Agreement (CEMEA) 2022. Salary for the ongoing teaching appointment is set out in the Agreement according to years of experience and qualifications.
- This position attracts a POL allowance and a time allowance, as determined by the Principal.
- The leadership appointment is for a three year term, with an ongoing teaching position associated with the appointment.
- The position reports to the Deputy Principal and will need to be available to the Deputy Principal during specified periods leading up to the commencement of school and after school finishes.
- The position will, from time-to-time require attendance outside normal hours. Remuneration for this time, outside of regular hours, is provided for within the position of leadership time allowance and remuneration.
- The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position is subject to a regular cycle of professional appraisal and performance review according to College policy.
- All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening, and adhere to the School's Child Protection Policies.