ACADEMY
OF MARY IMMACULATE

# College Timetabler

The position of Timetabler is a Position of Leadership within the College and the Timetabler is directly accountable to the Principal.

The Timetabler:

- Actively collaborates with the Principal to promote and enhance the Catholic identity of the College and the Mercy Ethos and to ensure that all College teaching and learning practices and procedures reflect the Vision, Mission and Values of the College
- Provides positive leadership as the College endeavours to fulfil its educational mission
- Shares in the task of promoting collegiality and community within the College where all members are treated with dignity and respect
- Shares active responsibility for the promotion of a College learning culture, committed to continuous improvement that embraces all staff and students
- Develops, implements and maintains appropriate channels of communications at all levels of the College and the local community

The Timetabler is essential to the overall structure and administration of the Academy of Mary Immaculate and works closely with the Deputy Principal (Learning and Teaching), Daily Organiser and the Leadership Team to ensure the effective and efficient organisation of the College and the production of the College Timetable.

***All Leaders at the Academy of Mary Immaculate commit to the vision of Academy as a 'premier learning community'***

***It is everyone's responsibility to build an innovative and inclusive educational community that encompasses the cultural standards where we use the instructional strategies and embody these characteristics (Educate for Excellence – our Model for Learning and Wellbeing)***

**Commitment to Child Safety and Wellbeing**

- Providing students with a child safe environment
- Being familiar with and complying with the school's Child Safety and Wellbeing policy and Code of Conduct, and any other policies or procedures relating to child safety
- Being familiar with, understanding, addressing and complying with the Victorian Child Safe Standards and Ministerial Order 1359
- Proactively monitoring and supporting student wellbeing
- Exercising pastoral care in a manner that reflects school values
- Implementing strategies which promote a healthy and positive learning environment

**Key Area of Responsibility**

- The production of the timetable for the College each Semester

**Specific Duties include**

- Preparing and updating the College timetable for the Year 9 Synergy cycles, Year 9 and 10 Elective cycles (semester), the Semester 1 and 2 arrangements for VCE subjects and any other timetable adjustments that are required
- Organising the Subject blocks (grid lines) for timetabling purposes and liaising with the Deputy Principal – Learning and Teaching regarding the units being offered by the College
- Preparing, checking and distributing student and staff timetables and maintaining/upgrading these throughout the year

- Organising class subject lists at the beginning of the year and with each changeover of Cycle/semester
- Liaising with part time staff regarding their timetable availability
- Monitoring, and reporting on, trends of subject sizes and preferences
- Providing students' subject enrolments to the VASS office
- Making recommendations regarding present and future staff requirements
- Work with, and provide advice to the leadership team to develop staff loads
- Work with and provide information to the Leadership Team regarding staffing, including staff intentions and the building of staff loads
- Providing the Leadership Team with information concerning the College timetable and other related matters when requested
- Updating Year 7 Language classes each cycle
- Updating Year 7 and 8 Semester based classes each term
- Updating Year 9 Synergy classes each semester
- Updating Year 9 and 10 Elective classes each semester
- Updating VCE classes each semester
- Updating the timetable as required based on changes to staffing throughout the year
- Organising the allocation of rooms and College facilities as required
- Organising the Semester Examination timetables and room allocations for Years 10 and 11; and the Year 12 Trial Examination timetable
- Organising the Yard Duty Roster
- Organising the end of year VCE Orientation Program in conjunction with the VCE Leader and Year 10 and 11 Wellbeing leaders
- Ensuring effective use of Compass for all Timetabling requirements
- Use, and liaise with, Schooldata team to assist with staffing, timetabling, subjects selection and other aspects of role
- Assuming the responsibilities of the Daily Organiser, as and when required

**Subject Selection**

- Liaising with the Deputy Principal – Learning and Teaching, Wellbeing Leaders, VCE Leader and Careers Practitioner regarding the Subject Selection timeline
- Preparing subject selection forms and the online subject selection program
- Receiving recommendations from and providing advice to, the Deputy Principal – Learning and Teaching for proposals to changes to the Learning and Teaching program of the College e.g. addition of new subjects
- Providing advice on and making recommendations for the subject selection process.
- Administering all subject selection changes in liaison with Careers Practitioner (VCE subjects) and Deputy Principal – Learning and Teaching, Wellbeing Leaders and VCE Leader (VCE external studies), including the notification of all subject changes to staff and students
- Administering the VCE Acceleration programs, in liaison with the Data Analyst and Deputy Principal – Learning and Teaching
- Liaising with parents, as required, regarding subject selection

**Other Duties**

- Undertaking appropriate teaching duties
- Undertaking any other duties as delegated by the Principal, Deputy Principals

**Publications**

- Articles for the College Newsletter, Staff Bulletin and other publications

**Membership**

- Seconded to the Leadership Team as required

**Accountability**

Reports to Principal through the Deputy Principal, Learning and Teaching