

Timetable Coordinator – Two Wells (POR2)

Key Responsibilities

Development and maintenance of the Salesian ethos of the College

- Applying the Salesian tradition of the College to develop effective teaching and learning and Campus improvement processes.
- Development and maintenance of the Salesian ethos of the College.
- Supporting the Religious Education and Liturgical program in the College.
- Applying the Salesian ethos in relationships with staff, students and parents/guardians.
- Providing effective Catholic leadership that reflects the values of the College.
- Applying the Salesian ethos in relationships with all members of the Xavier College community.

Timetable Development and Workforce Planning

- Provide administrative support to the Campus Leadership Team in the development, construction and maintenance of the Years R-12 timetable in line with curriculum requirements.
- Support the subject selection process by preparing Edval Choice forms and student surveys.
- Work collaboratively with multiple stakeholders to incorporate input into the development of the timetable and allocate teaching staff according to skills and year level/subject expertise.
- Develop yard duty and supervision rosters.
- Allocate rooms and manage room changes at semester and rotation change over.
- Process changes in subject selections and teacher allocations throughout the year.
- Process subject changes according to policies and issue updated timetables.
- Provide class information, staff lists, and other required data from Edval.
- Manage transfer of data from Edval to SEQTA.
- Maintain and update student enrolments in the Edval database, including new students and exits.
- Ensure the timetable is updated in Edval and maintained accurately for HR and Payroll purposes.
- Onboard new staff into Edval in a timely manner.
- In the absence of the Coordinator of School Operations and SACE, manage backfill and relief scheduling.

Learning Management System and Compliance

- Communicate, collate, and present student data to support staffing and timetable planning
- Ensure all scheduling and timetable allocations comply with the CESA Enterprise Agreement as it related to teacher contact hours, non-instruction time (NIT), supervision duties, and equitable workload distribution.
- Accurately record and manage student non-contact time and Curriculum Extension Activities.
- Maintain Edval data for accurate integration with HR/Payroll systems.
- Undertake other duties, as required by the College Principal (or delegate).

Person Specification

- Ability to demonstrate practical support for the Catholic Ethos of the College.
- Demonstrated skills and experience in applying specialised administrative knowledge with depth in the construction and development of a campus timetable. Experience working in a comparable position within a school environment and with EDVAL timetabling software is highly desirable.
- High level knowledge and application of relevant policies, procedures, industrial compliance and associated obligations to demonstrate continued compliance.
- Demonstrated ability to undertake in-depth research and investigate to support leadership priorities and deliver effective outcomes.
- Advanced ICT proficiency and competence using a computer and applicable programs (SEQTA, Edval), particularly Microsoft Office (i.e. Word, Excel, Outlook, PowerPoint), databases and other ICT equipment.
- Excellent interpersonal and communication (written and verbal) skills to deal with complex and sensitive issues, be an effective role model and positively engage and interact with the College community.

- Excellent organisational skills and the ability to work effectively in a busy, dynamic and changing working environment.
- Ability to generate and evaluate ideas through the analysis of gathered information and concepts at an abstract level.
- Strong commitment to social justice principles, with a focus on fairness, equity, and inclusion.
- Demonstrated experience in maintaining confidentiality at all times.
- Willingness to positively support school related activities/events, attend meetings and undertake required training, as required.
- Demonstrated ability to follow procedures and deal effectively with emergencies and/or unexpected situations, including supporting others, as required.

Role Requirements

- Current Teachers Registration in South Australia and relevant demonstrated knowledge and experience
- Teacher Accreditation in Catholic Education SA
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- Disability Standards for Education Training.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.