ST MARY MACKILLOP COLLEGE
Swan Hill

POSITION TITLE: **Timetabler**

REPORT TO: **Principal or Delegate**

RESPONSIBLE FOR: **Ensuring the College Timetable Program runs efficiently.**

TENURE: **2025 - 2026**

POL: **3**

TIME ALLOCATION: **4 Lessons per cycle**

The Timetabler is responsible for ensuring the College Timetable Program runs efficiently. The Timetabler will be provided with a timetabling computer with a large screen in addition to the usual College computer given to all staff.

KEY OUTCOMES:
- To be responsible for the overall coordination of the college timetable.
- To produce an accurate and punctual timetable in consultation with the Principal and Deputy Principal Teaching and Learning, that reflects College priorities and promotes effective teaching and learning.
- To assist in the subject selection process and the placement of information into the timetabling program to produce the timetable of classes.

KEY DUTIES:
- Set up and maintain an accurate and up to date timetable and related databases.
- Liaise with Principal and Deputy Principal Teaching & Learning in the allocation of teaching loads, staffing of classes and placement and resourcing of subjects.
- Publish a draft timetable and timeframe within which there is flexibility to make timetable changes according to Staff input or special circumstances.
- Input of core group data/information for student individual timetables.
- Creation of Year 9-12 blocking grids.
- Input yard duties as directed by the Daily Organiser
- Publish and disseminate the timetable each term as changes are made.
- Maintain open communication with Staff regarding the workability and effectiveness of the timetable.

- Regularly update timetable in regards to changes to enrolment and staffing and to communicate these changes to all associated staff.
- Provide special assistance to new staff in accessing their timetables and duties.
- Liaise with the Deputy Principal Teaching & Learning whenever notified of a change to the timetable/courses due to the subject selection process and check that any amendment has been made accurately.
- Importing and updating of information into SIMON.
- Liaise with Daily Organiser in determining and executing room changes due to injuries and other special considerations.
- Providing information for Year 11 & 12 subject counselling from a timetable/blocking perspective.
- Update the Leadership Team with relevant subject selection/timetable information for whole school planning.

SELECTION CRITERIA
- Excellent attention to detail and demonstrates analytical and problem solving skills under pressure.
- An ability to think laterally about issues.
- A proven ability to work to deadlines.
- Demonstrated capacity for self-management.
- A strong work ethic.
- Demonstrates integrity and professionalism by maintaining the goals of the school regarding the timetable.
- Specific timetabling software experience desired but not compulsory.
- Excellent spreadsheet and file management skills
- A commitment to undertake ongoing professional development.
- Works collaboratively and patiently with others.

PERFORMANCE INDICATORS:
- An optimum provision of subjects across the year levels where electives are concerned.
- Even distribution of students to classes taking into account class sizes and the certified agreement.
- Clear and open communication about all changes/updates of the timetable to all staff.
- Clear and open communication about the staffing of subjects.
- Timely publication of college timetable on a term and semester basis.
- Timely publication of the timetable for the purposes of the Daily Organiser.
- Meeting with the Principal as required but at least once a term.

OTHER DUTIES:
To undertake other duties as designated by the Principal.

CHILD SAFETY:

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

HEALTH AND SAFETY:

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.