



Position Description

TITLE: **DIRECTOR OF DAILY OPERATIONS AND TIMETABLER
MELTON CAMPUS**

Report to: Deputy Principal – Operations, Staffing and Strategic Intent

The Director of Daily Organisation and Timetabler is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

It is vital that the Director of Daily Organisation and Timetabler liaise closely with College leadership members to promote in voice and action our philosophy of dual campus, one College.

STATEMENT OF DUTIES

Commitment to Catholic Education

- Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.
- Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.
- Demonstrate a capacity to integrate Church teachings into all aspects of curriculum.
- Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.
- Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).
- Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.

Commitment to Child Safety and Wellbeing

- Be familiar with and comply with the College Child Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child safe environment for students.
- Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.
- Demonstrate ability to provide duty of care for students in relation to their physical and mental faith formation.
- Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.

STATEMENT OF DUTIES	
Teaching Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare and publish the Melton Campus timetable, including full construction and ongoing maintenance and adjustments. • Synchronise the Simon program to reflect current timetables. • Develop timetables for all incoming students and work with the Transitions Coordinator to ensure a smooth transition. • Data integrate with College systems. • Prepare and publish supervision rosters (including yard duty, bus duty, wet weather duty) based on student supervision requirements for both campuses. • Assist with arrangements for upcoming staff leave replacement. • Demonstrate proficiency in the use of school administration systems. • Review the following year's calendar with the Leadership Team. • Assist Middle Years Leader, together with the IT team to administer NAPLAN. • Assist Middle Years Leader and IT team to administer PAT test. • Assist the Deputy Principal, Learning and Teaching to administer the exams and timed assessment tasks. • Assist the Deputy Principal Operations, Staffing and Strategic Intent with onboarding of Classroom Replacement Teachers. • Approve all risk assessment and excursion approvals, staff camps and retreats. • Contribute to the effective organization of the Melton campus through attention to detail and forward planning of all Campus and College events. • Work collaboratively cross campus to ensure consistency and avoid clashes of events. • Administer the College's Emergency Management Plan – arrange dates for termly exercises, ensure exercises cover all aspects of Emergency Management (Lockdown, Shelter in Place, Evacuation, Bushfire Provisions), transcribe events as they happen during Emergency Exercises, and table all feedback received post-exercise. • Commit to ongoing professional development in your area of work. • Be open to researching areas of interest relevant to directions provided in the College Strategic Plan. • Continue development of ICT skills as technologies evolve. • Be an active member of an appropriate professional association as duties permit. • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Attend College meetings and after-hours services/assemblies, sporting events, mass, community, and faith days as required by the Principal. • Demonstrate professional and collegiate relationships with colleagues. • Adhere to College policies and procedures. • Other duties as directed by the Principal or Principal's delegate.

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church. • Demonstrated capacity to integrate Church teachings into all aspects of the curriculum. • Ability to help students understand and appreciate Catholic teachings through personal example. • Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA). • Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.
SELECTION CRITERIA	
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Skills and Experience	<ul style="list-style-type: none"> • Demonstrated ability to contribute to the efficient operation of the team. • Demonstrated ability to maintain confidentiality and sensitivity in all aspects of the role. • Demonstrated high level organisational skills and attention to detail, ability to prioritise tasks, multi-task and work efficiently. • Demonstrated understanding of professionalism, courtesy, and cooperation. • Excellent oral and written communication skills, including ability to communicate with students, parents/carers, and the College community. • Proven capacity to work independently. • Proven time-management skills. • Demonstrated ability to accurately maintain records and documentation associated with your work. • Demonstrated ability and willingness to accept policy directives. • Required to complete First Aid training (will be provided). • Proficiency in the use of Microsoft Office Suite including Word and Excel. <p>Essential:</p> <ul style="list-style-type: none"> • Previous experience in a school environment preferred. • Specific experience with The Timetabler software package from Timetabling Solutions would be an advantage. • CPR qualifications (training provided).