

# Marian College

## Daily Organiser



### Position Description

POL	POL 2 + 10 lessons time release per fortnight
Position reports to	Principal, Head of Learning and Teaching

### Position Overview

The Daily Organiser is responsible for the coordination, management and implementation of short term and medium term cover for teacher absences throughout the College, by the allocation of top ups, "in lieu's" and the engagement and support of Casual Relief Teachers.

### Catholic Identity and Mission

- Promote the ethos, mission and strategic goals of Marian College and Kildare Ministries
- Support the College's values, policies and procedures through visible and relational leadership
- Allocate the coverage of lessons, whether it be through utilising underloaded staff, in lieu lessons or CRT in line with current EBA requirements promoting equity for staff in line with the value of justice.

### Leadership and Vision

- Manage daily staff coverage by coordinating top ups, "in lieu" allocations and Casual Relief Teachers (CRT) with fairness, transparency and professionalism
- Build positive relationships with staff, maintaining awareness of individual strengths, qualifications and class needs
- Anticipate College events and prepare coverage plans that reflect organisational foresight and pastoral care
- Contribute to a shared culture of calm leadership, strategic thinking and respectful coordination
- Model empathy, perseverance, patience and professionalism in all relationships
- Actively support decisions made by the College Leadership Team.

### Pastoral Care

- Maintain positive, respectful communication with all staff regarding coverage and expectations
- Provide clear, welcoming instructions to CRTs including maps, guidelines and care information
- Foster a sense of belonging and professional dignity through responsive coordination and relational trust
- Support a positive climate among staff by balancing professional generosity with role clarity.

### Communication and Engagement

- Inform staff and CRTs of coverage arrangements through Daily Bulletins and SIMON updates
- Be contactable via text message after hours to receive staff absence notifications
- Collaborate with staff and leaders to ensure smooth communication and shared understanding of expectations
- Engage proactively with Casual Relief Teachers to foster trust, alignment and mutual professionalism.

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## Specific tasks

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- Set up and maintain accurate records of lesson coverage utilising the Timetable Daily Organisation program and additional spreadsheets or records
- Publish the Daily Organisation in a timely manner to ensure ease of access for all staff
- Make room changes when required and communicate these to staff and students
- Liaise with Casual Relief Teachers to ensure that they are fully informed and prepared for lessons.
- Ensure that the MacBooks for CRTs are clean and charged for use each day
- Familiarise new CRTs with the day to day runnings of the school including logins, attendance and general expectations
- Engage regularly with the Organisation team to plan staffing for excursions, incursions and emerging needs
- Support the Timetabler in determining the Yard Duty roster
- In collaboration with Curriculum Leaders and the Sports Coordinator, ensure that all activities involving students are adequately staffed.

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## Commitment to Child Safety

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Consistent with our mission as a Catholic school in the Brigidine traditions, Marian College 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. The Daily Organiser must:

- Adhere to Child Safety legislation and College requirements
- Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured
- Be familiar with and comply with the Marian College and KEM 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
- Maintain confidentiality, discretion and professional boundaries in all matters.

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## Health and Safety

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All Marian College staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with Marian College and KEM policies
- Work safely and report any hazards in accordance with college procedures
- Monitor and take full care of the health and safety of others
- Participate when required in the resolution of safety issues.

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## Other duties

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It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.