



## Daily Organiser

**Location : Marian College Ararat**

**Classification : POL2, 470 mins**

**Reports to : Principal, Leadership Team**

### STATEMENT OF DUTIES

**Commitment to Catholic Education**

- An understanding of the ethos of a Catholic school and its mission.
- A willingness to support the College’s values, policies and procedures.

**Daily Organiser**

The Daily Organiser is responsible for the coordination, management and implementation of short term cover for teacher absences throughout the College, by the allocation of Extras, “in lieu’s” and Casual Relief Teachers (CRT cover on a daily basis).

The role of the Daily Organizer is as follows:

- Demonstrate a commitment to ensure that the ethical imperative of keeping children safe is recognised, understood, valued and upheld by all staff, volunteers and community members within the school;
- Work collaboratively to establish and implement reliable and effective child safe policies, strategies and practices within the college;
- To ensure, on a daily basis, that all short term absences of staff are covered by the allocation of extras, “in lieu’s”, and where necessary employment of CRT’s in a manner that recognises equity and fairness and recognises individual teacher skills and qualifications along with particular class needs
- Be available after school hours on the school mobile to receive notification of absences by staff.
- To inform teachers and CRT’s of classes to be covered, extras to be taken, etc. via the Bulletin and Staff Extra’s on Simon

	<ul style="list-style-type: none"> <li>● Provide a detailed list of instructions to all relief teachers including maps of Marian College, role clarity guidelines and information regarding student discipline procedures and students medical alerts.</li> <li>● Monitor allocations and absences for effective use of College resources.</li> <li>● Maintain an up-to-date list of CRT teachers; qualifications, registration details, availabilities and contact details.</li> <li>● To anticipate coming events and make suitable preparations for them.</li> <li>● To meet with the Principal each week to discuss coming events, the employing of emergency teachers, the staffing of school excursions etc.</li> <li>● To consider applications from staff to attend in-services, in consultation with the Principal and Head of Learning and Teaching and to give assent if all other circumstances allow.</li> <li>● To advise student teachers of procedures relating to classroom management, excursions, guest speakers and any other matters relevant to their successful conduct of their teaching rounds.</li> </ul>
<p><b>Commitment to Child Safety</b></p>	<ul style="list-style-type: none"> <li>● A demonstrated understanding of child safety</li> <li>● A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>● Be a suitable person to engage in child-connected work</li> <li>● Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check</li> <li>● Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>● Assist in the provision of a child-safe environment for students</li> <li>● Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> </ul>
<p><b>General Duties</b></p>	<ul style="list-style-type: none"> <li>● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>● Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal</li> <li>● Demonstrate professional and collegiate relationships with colleagues</li> <li>● Other duties as directed by the Principal</li> </ul>
<p><b>Skills/Attributes</b></p>	<ul style="list-style-type: none"> <li>● Ability to work as part of a team</li> <li>● Excellent interpersonal and communication skills</li> <li>● Good oral and written communication skills, including ability to communicate with children, parents and the school community</li> <li>● Ability to develop and maintain strong working relationships with key stakeholders</li> <li>● Capacity to work to tight timelines</li> <li>● Proven capacity to work independently</li> </ul>

- Sound organisational skills including strong attention to detail
- Proven time-management skills
- Self-motivation