

Marian College

Timetabler



Position Description

POL	POL 2 + 4 lessons time release per fortnight
Position reports to	Principal, Head of Learning and Teaching

Position Overview

The Timetabler is responsible for the overall production and maintenance of the college timetable. Working in consultation with the Principal and the Head of Learning and Teaching, the Timetabler is responsible for ensuring that the timetable reflects Marian College priorities and promotes effective teaching and learning.

The Timetabler also assists in the subject selection process and the placement of information into the timetabling program to produce the timetable of classes.

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
- Produce and maintain a timetable that promotes equity and optimum access for students and staff in line with the value of justice. This includes the optimum provision of subjects across the year levels where electives are concerned.

Leadership and Vision

- Be responsible for the overall coordination of the college timetable
- Produce an accurate and punctual timetable in consultation with the Principal and Head of Learning and Teaching that reflects College priorities and promotes effective teaching and learning
- Assist in the subject selection process and the placement of information into the timetabling program to produce the timetable of classes
- Model empathy, perseverance, patience and professionalism in all relationships
- Actively support decisions made by the College Leadership Team.

Pastoral Care

- Liaise with the Head of Learning and Teaching, Learning Diversity Coordinator and Transition Coordinator regarding student needs and transitions particular to allocation of TA, class groups and subject selections
- Modify individual student timetables in collaboration with the Learning Diversity Coordinator and the Head of Student Pastoral Care to support learning differentiations.

Staff Leadership and Development

- Provide special assistance to new staff in accessing their timetables and duties
- Provide for the even distribution of students to classes taking into account class sizes and the current certified agreement
- Work in collaboration with the Principal, Head of Learning and Teaching and Human Resources Manager in regards to ensuring the fair and just FTE allocation for teaching staff.

Communication and Engagement

- Publish a draft timetable and timeframe within which there is flexibility to make timetable changes according to Staff input or special circumstances
- Publish and circulate the timetable each term as changes are made
- Maintain open communication with Staff regarding the workability and effectiveness of the timetable
- Regularly update the timetable in regards to changes to enrolment and staffing and to communicate these changes to all associated staff.

Specific tasks

- Set up and maintain an accurate and up to date timetable and related databases
- Liaise with the Principal and Head of Learning & Teaching in the allocation of teaching loads, staffing of classes and placement and resourcing of subjects
- Provide information for Year 11 & 12 subject counselling from a timetable/blocking perspective
- Input class group data/information for student individual timetables
- Create Year 9-12 blocking grids
- Determine the allocation of Yard Duties in consultation with the Daily Organiser
- Liaise with the Head of Learning & Teaching whenever notified of a change to the timetable/courses due to the subject selection process and check that any amendment has been made accurately
- Import and update any changes in timetable information into SIMON
- Publish any timetable changes to the Daily Organiser file in a timely manner and notifying the Daily Organiser of the same.

Commitment to Child Safety

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 Timetabler 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
- Maintain accurate and timely student records through Marian College reporting processes, SIMON Behavioural Tracking and Student Notes.

Health and Safety

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.

Other Duties

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.