



CARDIJN  
COLLEGE

## Position Information Document

<b>Position Title</b>	<b>Timetable Coordinator</b>
<b>Supervisor</b>	Head of Campus, and ultimately to the Principal
<b>Employment Type</b>	Permanent / Fixed-Term POR
<b>Classification</b>	Grade 6 for ESO Staff / POR 2 for Teaching staff
<b>Fractional Time</b>	45 Weeks for ESO Staff, or 0.6 FTE release, 0.4 FTE teaching
<b>Tenure</b>	Teacher - Permanent & POR – 3 year tenure ESO – Permanent

### Cardijn Context

Cardijn College is a leading R-12 co-educational Catholic school established in 1984, deeply connected to the Marist tradition and inspired by the dual charisms of our patrons, Cardinal Joseph Cardijn and St. Marcellin Champagnat.

Located in the Southern Vales region of Adelaide, Cardijn has grown to three campuses, each offering a unique educational environment to over 2,100 students, supported by more than 300 dedicated staff members.

**Cardijn College Marian** in Noarlunga Downs enrolls students from Years 7 to 12, offering an extensive curriculum alongside a vibrant extra-curricular program to support a range of learning pathways and cater to the varied interests of our students.

**Cardijn College Marcellin** in Christie Downs has a focus on vocational education and training for students in Years 10 to 12 and beyond, with relationships that extend well into their careers. Marcellin facilitates seamless transitions into professional life through strong industry partnerships, equipping students with the skills and experiences necessary for career success.

**Cardijn College Galilee** in Aldinga enrolls students from Reception to Year 9, providing a nurturing environment with an emphasis on ecological awareness and a personalised sense of belonging.

## Position Summary

The Timetable Coordinator works closely with Campus Leaders, the People & Culture Team and the Daily Organiser to ensure the effective operational functioning of the academic portfolio across the College. These functions include, but are not limited to, timetabling, subject selection, subject changes and the support of other key operational aspects of the College. The Timetable Coordinator is required to exercise innovative, creative and purposeful leadership to support students in accessing their desired academic pathway and support every student in finding their pathway and the opportunities on offer to them.

### Key Working Relationships

- Executive Leadership Team
- Campus Leadership Teams
- People & Culture Team
- ICT Team
- Staff
- Students
- Parents/Caregivers
- External stakeholders including CESA personal and certification providers

## KEY AREAS OF WORK

### Timetable Coordination

The Timetable Coordinator will:

- Collaboratively construct, execute and manage the College timetable according to the KPI's established by the College Executive that reflects school priorities and promotes effective learning and teaching.
- Manage and coordinate the timeline and procedures for the successful development of the timetable.
- Provide a high level of support in the management of student subject selection process and changes, which includes but not limited to managing software, collating subject preferences, setting up counselling, distributing of choices, new students, etc.
- Provide advice on organisational matters regarding the number of classes required, room allocations and staffing requirements to enable timely decision making.
- Maintain an accurate and up-to-date timetable and related databases, making all adjustments to the timetable on an as needs basis as well as at semester changeover times.
- Work collaboratively with Curriculum Leaders and Campus Leaders through the staffing allocation process.
- Work in partnership to ensure that the staffing allocations within the timetable are within the parameters set by the College Executive.
- Prepare and manage classroom allocation, yard duty roster and other such extraneous features of a timetable as required.
- Be responsible for evaluation of the Timetable software providers regarding updates, fixes and training, including service level contracts and the purchase and briefing of new products.

- Working with Campus Leaders, communicate with all parties involved in subject/timetabling processes, notifying students of selecting subject preferences and issuing timetables to staff.
- Ensure that the timetable construction is completed in a timely manner and in doing so meets the necessary timelines as developed in partnership with Executive Leadership.

### **Timetable Development – People & Culture**

- Assist the People & Culture Team with annual reports about teaching loads and work patterns.
- Work collaboratively with other stakeholders for the successful construction of the timetable and with the People & Culture Team and finance for onboarding purposes and other processes.
- Maintain accurate records of staff information.

### **Subject Selection & Subject Change**

- Manage the subject selection process including the construction of the online subject selection portals in consultation with the Director of Teaching & Learning.
- Work in partnership with Campus Leaders to ascertain curriculum offerings.
- Support the Teaching & Learning portfolio in the development of subject selection handbooks, ensuring that accurate information is provided to students throughout the subject selection process.
- Manage student subject changes and work collaboratively with key stakeholders throughout this process, including, but not limited to, parents/caregivers and staff.
- Maintain accurate data relating to subject changes.
- Ensure subject change processes provide the best outcomes for all stakeholders and are communicated effectively.
- Ensure subject change processes are regularly reviewed using data to inform these reviews.

### **Other Duties**

- Support the Daily Organiser, particularly in their absence, in coordinating Temporary Relief Teachers and replacement teachers and the Daily Organisation requirements at the Marian Campus.
- Manage and construct the interview bookings for Learning Conversations in partnership with Campus Leaders.
- Support in the organisation of the Learning Conversations event in partnership with the Daily Organiser.
- Provide reports to Campus Leaders regarding attendance at Learning Conversations, identifying areas for improvements and facilitating solutions.
- Support in the management of student databases, ensuring data integrity and rolling over student information from one year to the next.
- Work in partnership with the ICT team to ensure synchrony between ICT platforms, including, but not limited to, Edval, SEQTA, Consent2Go, etc.
- Work in partnership with the Registrar in regard to student enrolments and effectively plan for these from a timetable perspective.
- Work in partnership with the SACE & Certifications Coordinator to ensure that pathway options are provided to students that enable them to successfully access their pathway and/or certification.

- Maintain confidentiality as necessary and appropriate.
- Promote a safe working environment for all staff, students and volunteers.
- Perform other duties as required by the Principal (or delegate).

## TEACHER DUTY STATEMENT

### Professional Responsibilities

- Operate in accordance with the Charter for Teachers in SA Catholic Schools.
- Have a commitment to uphold and contribute to the ethos of Catholic schools.
- Have a commitment to uphold and contribute to the ethos of Cardijn College.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines, and procedures.
- Ensure that confidential information is handled appropriately.
- Complete administrative tasks accurately and on time including record keeping.
- Participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of the teacher.
- Appropriately assist students who are hurt, sick or in distress.
- Meet and teach students at designated locations and times.
- Develop and maintain effective professional partnerships with other staff.
- Undertake supervision duties including yard duty diligently.
- Undertake supervision of all Teachers, Education Support Officers, and students in the designated area(s) of responsibility.
- Attend staff meetings, parent teacher interviews and other co-curricular activities.
- Accept delegated responsibilities.
- Perform any other duties as required from time to time by the Principal and/or College Leaders.

### Content of Teaching and Learning

- Understand and implement the requirements for curriculum development and create curricula in accordance with the Australian Curriculum and school's directives.
- Design, develop and implement teaching programs and lesson plans.
- Address students' varying intellectual, emotional, and physical abilities in teaching practice.
- Identify individual learning needs and styles and plan authentic learning experiences that enable all students to achieve success.
- Know and understand a range of learning methodologies and technologies and their application to the classroom.
- Research and utilise teaching resources to build upon concepts and apply them in classroom environments.
- Observe students to determine how well they are performing and assist individual students who may not be performing well.
- Evaluate each student according to assessment standards, keeping in mind individual limitations.
- Develop curriculum and assessment procedures in designated curriculum areas/year levels according to college policies.
- Demonstrate best practice in teaching and learning.
- Apply prior learning to changes that happen from time to time in teaching and learning practice.
- Provide students with information and support in improving performance.

## **Classroom Management and Behaviour Education**

- Supervise students during classroom and extra-curricular activities that ensures their physical and emotional wellbeing.
- Manage behavioural problems in accordance with the Cardijn Behaviour Management Procedure to ensure that each student understands the need for following acceptable behaviour standards.
- Establish positive and effective relationships with students.
- Establish and maintain a task-oriented learning environment.
- Set and adhere to timelines for completion of work.
- Negotiate and implement consequences if expectations are not adhered to.
- Arrange student furniture to suit the learning activity.
- Work with students to create an attractive welcoming classroom environment.
- Maintain standards of tidiness and orderliness.
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities.
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of the relevant SACCS and School Policies and Procedures.
- Consistently maintain behavioural expectations and respond appropriately to student behaviour by applying behaviour management skills as per school policy.
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions.
- Consistently maintain behavioural expectations.
- Apply effective consequences and strategies to assist students who interfere with teaching and learning.

## **Assessment and Reporting of Student Learning**

- Maintain accurate and comprehensive records of student progress and achievement.
- Use a variety of assessment and reporting methods to regularly monitor student learning and achievement.
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students.
- Provide students with positive feedback on performance that reinforces student achievement and focuses on improvement.
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the College.

## **Professional Learning**

- Willingly update learning and teaching pedagogy to implement appropriate strategies that support student learning including the use of ICT.
- Maintain up to date knowledge and understanding of the SACE and the Australian Curriculum.
- Make a commitment to professional learning associated with all school matters including Work, Health & Safety, wellbeing, school organisation and other professional themes.
- Be a reflective practitioner that engages in ongoing planning, evaluation and implementing improved strategies for the learning program.
- Reflect upon NAPLAN and other data as applicable to develop improved learning strategies that lead to enhanced student learning outcomes.
- Share outcomes of professional learning with colleagues.

## **Policy & Administration**

- Adhere to the Code of Conduct for staff employed in CESA schools.
- Support and adhere to the CESA Teacher Accreditation Policy.
- Support and implement College policies and the contents of the Staff Handbook.
- Keep up to date with the College Calendar.
- Fulfil professional obligations in terms of supervision of students in class and on yard duty.
- Attend meetings and briefings to ensure effective communication is achieved.
- Support special College events such as Feast Days, Awards Assembly and other evening events as required.
- Act as an ambassador for the College.

## **Interaction with the College and broader community**

- Demonstrate effective leadership skills in designated areas of responsibility.
- Demonstrate effective communication skills with students, colleagues, parents or guardians and others.
- Work effectively as a member of a college team in a range of college activities.
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice.

## **PERSON SPECIFICATIONS**

- Current Teacher Registration in South Australia and relevant demonstrated knowledge and experience.
- Teacher Accreditation in Catholic Education SA.
- Active support for the Catholic ethos and the College Mission and Values.
- Significant and relevant experience of and commitment to development and formation of staff.
- Significant experience in the strategic staff development and frameworks to achieve high quality teaching that supports learning environments and learning outcomes.
- Exceptional teaching and learning practices relevant to secondary schooling in a co-educational setting.
- Proven ability to build relationships between students, parents/caregivers and staff.
- Ability to translate vision into action and inspire, engage and lead others in an innovative manner.
- High-level organisational skills with demonstrated ability to plan strategically, problem solve, prioritise, work to deadlines to achieve quality outcomes, give attention to detail and relate tasks/actions to a wider strategic improvement context.
- High-level written and oral communication, interpersonal and negotiating skills with demonstrated capacity to cooperate and communicate effectively with people at all levels.

## **SPECIFIC REQUIREMENTS**

Acquire and maintain:

- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff

working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

- Working With Children Check and Catholic Police Clearance to work in Catholic Education SA.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- Approved Mandatory Notification training.
- Applicable First Aid Certificate relevant to the role requirements.

## WORK HEALTH AND SAFETY

**This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.**

As a Worker while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

## PERFORMANCE REVIEW

- All employees are required to proactively participate in the College's Performance Appraisal and Development Program including periodic review.
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.