



MLC

METHODIST LADIES' COLLEGE POSITION DESCRIPTION

Position:	College Timetabler
Reporting to:	Director of Staff Development and Research
Department:	Timetabling
Date:	September 2021

Primary Purpose

The College Timetabler is responsible for the planning and implementation of the MLC College timetable (Prep to Year 12) based on the needs of the College curriculum. They are also responsible for the management and maintenance of the various internal and external databases linked to the Timetable Office; Timetabler, TASS, VASS, Accelerus and IBIS.

Position in Context

The College Timetabler works alongside members of the College Management Team and Head of Staff Welfare and Operations (7-12) to determine the College curriculum structures and staffing requirements as aligned to the strategic directions of the College. From this information, the College timetable is prepared each term and student needs are met within the parameters agreed to by the College.

The College Timetabler leads a team of staff to ensure the timetable is prepared and uploaded on time each term. Staff assisting the College Timetabler to produce the timetable include – Assistant Timetabler, Junior School Timetabler, Administration and Database Assistants and School Curriculum Administrators.

Key Contacts

Reports to:
Director of Staff Development and Research

Direct Reports

Assistant Timetabler
Database Administrator: Timetabling
Administration Assistant: Timetabling

Internal

Principal
Senior Vice Principal
Vice Principal
Director of Corporate Services

Head of Staff Welfare and Operations (7-12)
Director of Learning and Curriculum
Heads of Schools
Heads of Department
Junior School Timetabler (Prep-6)
School Curriculum Administrators
VCE, VCE VET and IB Coordinators
Deputy Heads of School and Student Wellbeing Coordinators
Payroll Office
Personal Assistant to the Senior Vice Principal
Centre for Computing and Communications
Director of Learning Support
Replacement Teacher Organiser

External
Victorian Curriculum and Assessment Authority (VCAA)
International Baccalaureate Organisation (IBO)
Timetabling Solutions
TASS
Edrolo
Education Perfect

Major Duties and Responsibilities

- Preparing the College timetable at the direction of the Head of Staff Welfare and Operations (7-12) and Head of Junior School
- Managing the student subject selection system for Year 7-12 students
- Managing student subject changes as directed by the Heads of School.
- Ensuring College systems are kept up-to-date, including: TASS, VASS (VCE) and IBIS (IB).
- Overseeing the enrolment of students in the VCE, VCE VET and IB programs
- Overseeing the organisation of internal and external exams in conjunction with the Assistant Timetabler and the Curriculum Coordinators
- Overseeing the Accelerus reporting system for Wellbeing, Junior School, Music and Marshmead reports
- Updating Payroll each month with changes to pay entitlements
- Informing the Head of Staff Welfare and Operations (7-12), and Replacement Teacher Organiser of staff with extras in their load each term
- Overseeing daily room changes and manage Venue Bookings in conjunction with the Assistant Timetabler
- Preparing and manage an annual departmental budget.
- Strategic planning for future directions in Timetabling and Reporting, including preparing reports in relation to trends in subject enrolments and set numbers

This position includes a teaching and wellbeing load of approximately 0.2.

Person Specification

Essential Criteria (competencies, qualifications, knowledge and experience)

- An ability to lead within an innovative and progressive educational environment
- Proven timetable construction skills within an educational setting
- Exceptional ICT and administrative skills
- An organised management style, and proven ability to meet deadlines
- Excellent interpersonal and communication skills
- Ability to manage a range of activities simultaneously, and under pressure
- Ability to think laterally and within the big picture to facilitate solutions to staff personal and administrative issues
- Forward thinking with the insight to think globally and to be aware of current trends in education and how they may be advantageous for the College
- Current VIT registration

Desirable Criteria (competencies, qualifications, knowledge and experience)

- Experience using the software packages Timetabler, TASS and Accelerus

MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

MLC's commitment to child safety

MLC is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. MLC has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

MLC is committed to preventing child abuse through identifying risks early, and removing and reducing these risks. We have robust human resources and recruitment practices, supported by regular training and development.

We support and respect all children, as well as all members of our community. We are committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

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