



Avila
College

Role Description Timetabler

CLASSIFICATION:	TERM:	TIME ALLOCATION:	REPORTS TO:
POL 3	2026-2028 +1 year (optional/discretionary)	10 periods per cycle plus time release as required	Co-curricular and School Operations Leader
DIRECT REPORTS:	nil		
APPOINTMENT TERMS:			
This appointment is inclusive of an ongoing teaching or non-teaching role at the College Employment is in accordance with terms and conditions of Catholic Education Multi-Enterprise Agreement 2022: Diocese of Ballarat, Diocese of Sandhurst, Archdiocese of Melbourne and Lavalla Catholic College, Traralgon (CEMEA 2022). Remuneration in accordance with CEMEA 2022			



POSITION PURPOSE

The Timetabler creates, updates and reviews the College timetable. This is a key role in the College in relation to supporting the learning environment. This role works closely with Co-curricular and School Operations Leader, Learning and Teaching Leaders, the Daily Organiser and People and Culture. This role includes attention to subject spread, teacher timetables, room and resource allocation.

Key Performance Indicators

- ▶ Refinement of priority protocols for timetable construction in alignment with school improvement plan.
- ▶ Creation of timetables for teachers
- ▶ Creation of timetables for students
- ▶ Synthesis of timetable and staffing data extraction and use.

The accountabilities within the role are as follows but not limited to



College Timetable

- ▶ Set up subject selection processes and documents in conjunction with the Deputy Principal Learning and Teaching.
- ▶ Work in conjunction with the Principal, Deputy Principals and Leadership Team in relation to the number of classes run annually/by semester for each subject.
- ▶ In consultation with the Principal, Deputy Principals and Leadership Team determine staff teaching allocations to be used to establish the timetable for the following year.
- ▶ Generate timetable reports as requested for Principal, Deputy Principal and Leadership Team to assist in proactively managing resourcing issues and to forecast potential issues with supply of teaching staff for specific subjects or oversupply as appropriate to facilitate workforce planning during the year and for the following school year.
- ▶ Allocate, communicate and when required amend the allocation of duties to teachers.
- ▶ In collaboration with the Deputy Principal Staff provide timely timetable information to new and returning teachers.
- ▶ Production of all class lists annually/by semester and as required.
- ▶ Timely creation and communication of timetables for all examinations and alternative programs as required
- ▶ Undertake other duties as directed by the Principal.



Specific Requirements Relating to This Role

- ▶ Established current curriculum structures knowledge and awareness of potential changes.
- ▶ High problem solving and analysis skills to facilitate accurate management of timetable data.
- ▶ Excellent IT data management skills including skills in developing reports.
- ▶ High level knowledge and skills in Excel (minimum).
- ▶ Experience using "Timetabling Solutions" is ideal but not a requirement if a demonstrated commitment to building capacity intensively is evident.
- ▶ Highly developed organisational planning and co-ordinating skills including the ability to manage demanding or competing deadlines.
- ▶ Understanding of the Enterprise Bargaining Agreement, School Improvement priorities and Funding matters that influence and impact timetabling.
- ▶ Work collaboratively with the Daily Organiser and other leaders.



Leadership

- ▶ Understanding of the commitment to the Catholic and Presentation ethos of our learning community and how this would be evident in the specific role being applied for.
- ▶ Contemporary leadership vision for the specific area/role that has education of the whole student at its centre in alignment with our school improvement plan.
- ▶ Commitment to working collaboratively to create a culture of continuous school improvement in the specific leadership area and building the capacity of staff and students.
- ▶ Commitment to personal professional learning and the development of team-based practices.
- ▶ Capacity to meet the leadership and management requirements of the leadership area in a timely manner, ability to sustain professional relationships and build an effective team culture.



Team Memberships and Relationships

- ▶ Team Memberships
 - Timetabling and Staffing Team
 - Future Year Planning Group
- ▶ Relationships Internal
 - Principal
 - Deputy Principals
 - Co-curricular and School Operations Leader
 - Learning Leaders
 - Curriculum Leaders
 - Year Level Coordinators
 - Daily Organiser
- ▶ Relationships External
 - Broader school community

Position requirements



Knowledge and skills for this role

- ▶ Ability and commitment to evidence-based practice.
- ▶ Demonstrated understanding of and interest in the key social and developmental issues impacting adolescent girls.
- ▶ Knowledge of and experience in practical application and commitment to Restorative Practices to achieve positive outcomes.
- ▶ Highly developed organisational planning and co-ordination skills, including the ability to manage demanding or competing deadlines.
- ▶ Capacity to develop an engaging and contemporary learning environment to cater for individual learning needs for all students.
- ▶ Highly developed interpersonal and communication skills.
- ▶ Attention to detail and accuracy in communications.
- ▶ Readiness to adapt to and develop the use of emerging technologies.



Education / Qualification

- ▶ Relevant degree/post graduate qualifications.
- ▶ Successful completion of "Timetabling Solutions" training or willingness to undertake training



General requirements for all teaching staff

- ▶ Current VIT registration or other registration as appropriate.
- ▶ Accreditation to teach in a Catholic School or a willingness to seek accreditation as soon as possible, and a commitment to the ethos of Catholic Education.
- ▶ Understanding of and commitment to legal and moral obligations relating to child safety.
- ▶ Anaphylaxis training – 22300VIC accreditation OR to have successfully completed the ASCIA e-training for Victorian Schools with verification of practical application completed within 30 days, to be fully compliant.
- ▶ Completion of DET mandatory reporting e-learning module (non-government schools).
- ▶ Commitment to personal professional growth.



School wide accountabilities for all staff

- ▶ Proactively demonstrate Avila College values of inspiration, relationships, achievement, faith and community in daily work and interactions with students and colleagues.
- ▶ Appreciate and encourage differences, valuing people for their skills, competencies, and contribution to Avila College's continuing success.
- ▶ Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- ▶ Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures.
- ▶ Maintain excellent communication and relationships with students and other staff.
- ▶ Attend all relevant school meetings and College events including assemblies, Mass, community and faith days as well as professional learning opportunities.
- ▶ Participate in duty supervision as rostered and other supervision duties when required.
- ▶ Understand and comply with the standards of professional practice as articulated by the Victorian Institute of Teaching (VIT), Australian Institute of Teaching and School Leadership (AITSL) and the Catholic Education Commission of Victoria (CECV).
- ▶ Demonstrate and ensure compliance with VIT Registration Requirements; Code of Conduct and Ethics and Avila College's policies and procedures including the College's Child Safety Code of Conduct and Child Safety Policy.
- ▶ Adhere to the College's professional dress code.



People and Culture

- ▶ For further information regarding this position, please contact People and Culture 9831 9636
hr@avilacollege.vic.edu.au



MISSION STATEMENT

We offer Avila girls the best Catholic education and inspire successful futures.

We give our students options and opportunities to explore and understand what a great future looks like and what it takes to get there.

We teach, guide and support our girls to achieve that vision for themselves.

We challenge them to always strive to be their best...both today while they're students and tomorrow, long after they have left the college.

VISION STATEMENT

We inspire our girls today to become successful women tomorrow.

CHILD SAFETY COMMITMENT

Avila College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Avila College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.