



Director of Timetabling & Operations

Title	Director of Timetabling & Operations
Classification	Full Time (Ongoing) – Teaching
Tenure	3 Year Position of Leadership (2027 – 2029)
POL Level	POL 4
Time Release	16 x 70-minute periods
Category	Teaching Staff
Key Report	Vice Principal Staff & Operations
Award	Catholic Education Multi-Enterprise Agreement 2022
Membership	Operations Team

Purpose of the Position

The Director of Timetabling & Operations is responsible to the Vice Principal – Staff & Operations for the duties outlined below, in accordance with Catholic Regional College Caroline Springs policies and procedures.

The Director of Timetabling & Operations plays a key leadership role in the strategic design, development and ongoing management of the College timetable, ensuring it effectively supports the staffing, curriculum and organisational needs of the College. Working in close collaboration with the Vice Principal – Staff & Operations and the College Operations Team, the Director oversees the operational functions of the College, ensuring the smooth and efficient day-to-day running of school programs and activities. As a highly organised and proactive leader, the Director of Timetabling & Operations works collaboratively with relevant staff to ensure all College operations and events are effectively coordinated and executed. The role requires a high level of attention to detail, strong problem-solving capability, and the ability to manage complex logistical demands while maintaining strict confidentiality.

As a member of the College staff, the Director of Timetabling & Operations will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Director of Timetabling & Operations will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.

Key Contacts

- Director of Student Programs
- Timetabling Assistant [Direct Report]
- Daily Organiser Coordinator [Direct Report]
- Assistant Daily Organiser
- Executive Assistant to the Vice Principal Staff & Operations



Key Roles and Responsibilities

The Director of Timetabling & Operations holds strategic oversight of two key portfolios: Timetabling and College Operations (including Daily Organisation). In collaboration with the Vice Principal Staff & Operations, The Director is responsible for leading the development, implementation and continuous improvement of systems and processes that ensure the effective and efficient functioning of the College.

Timetabling

- lead the strategic design, construction and ongoing refinement of the college timetable in partnership with the Vice Principal – Staff & Operations, ensuring alignment with staffing, curriculum priorities and whole-school objectives
- oversee the development and management of all staff and student timetables, ensuring optimal use of resources, equity of allocation, and alignment with subject requirements and organisational constraints
- provide leadership and direction to the Timetabling Assistant, building capacity in timetable construction, maintenance and data management
- monitor and resolve complex timetable issues, implementing proactive and responsive solutions to minimise disruption and maximise learning continuity
- lead the development of staffing allotments, timetable grids and structural models, including oversight of the SchoolData platform and associated systems
- ensure all timetable data is accurate, current and integrated across college platforms including SEQTA, Synergetic and Daily Organisation systems
- drive continuous improvement in timetabling practices, identifying opportunities to enhance efficiency, flexibility and long-term sustainability of structures
- oversee the development of yard duty allocations, examination timetables and transition program timetables, ensuring alignment with college priorities and operational requirements
- analyse and report on timetable data, subject selections, class sizes and staffing trends, providing strategic advice to the Vice Principal – Staff & Operations
- collaborate closely with the Vice Principal – Staff & Operations to ensure cohesion between timetabling, staffing and broader operational strategy.

College Operations (Daily Organisation)

- provide strategic oversight of daily organisation, ensuring systems and processes enable the smooth and effective day-to-day operation of the college
- lead and manage the Daily Organisation Coordinator, building capacity to ensure high-quality execution of daily operations, staff coverage and event coordination
- establish and refine systems, protocols and expectations for daily organisation, ensuring consistency, efficiency and alignment with college priorities
- maintain oversight of staff absences, replacements and operational continuity, ensuring appropriate coverage and minimal disruption to student learning
- work in partnership with the Daily Organisation Coordinator to manage extended staff absences, workforce planning and continuity of programs
- monitor and analyse staff workload, absence patterns and replacement trends, providing strategic advice and recommendations to the Vice Principal – Staff & Operations
- oversee processes related to Casual Relief Teacher CRT management, including induction, performance feedback and continuous improvement of systems



- ensure staff are supported and upskilled in the effective use of EMS360 systems for leave, absences and operational processes
- provide leadership and support to the Operations Team to ensure efficient coordination of college events and activities
- maintain a high level of visibility and oversight across all operational functions, intervening where required to ensure consistency and effectiveness.

General Responsibilities

- lead, develop and support direct reports, fostering a culture of accountability, continuous improvement and professional growth
- contribute to the work of the College Operations Team, supporting whole-school planning and decision-making
- undertake other duties as directed by the Principal and/or Vice Principal – Staff & Operations.

General Qualifications

- Full VIT Registration
- Master of Education and/or Leadership, or equivalent (advantageous)
- Accreditation to Teach in a Catholic School (advantageous)
- Accreditation to Teach Religious Education and/or Lead in a Catholic School (advantageous)

Experience, Knowledge and Skills

- demonstrated experience in the design, construction and management of complex school timetables within a secondary setting
- highly developed understanding of staffing allocation, curriculum structures and the operational requirements of a school timetable
- proven capacity to lead and manage staff, including building capability and accountability within a team
- strong analytical and problem-solving skills, with the ability to interpret data to inform decision-making and improve organisational outcomes
- advanced proficiency in timetabling and school management platforms including SchoolData, SEQTA, Synergetic, EMS360 and Web Preferences
- demonstrated ability to manage competing priorities and complex logistical demands in a dynamic and fast-paced environment
- excellent organisational and time management skills, with a high level of attention to detail and accuracy
- highly developed interpersonal and communication skills, with the capacity to work collaboratively with senior leaders and staff
- demonstrated ability to lead continuous improvement initiatives and implement effective systems and processes
- sound understanding of staff workload, compliance requirements and operational best practice within a school context



- capacity to maintain confidentiality, exercise discretion and demonstrate professional judgement in all aspects of the role

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Have a sound understanding of the eleven child-safe standards
- 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
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

Key Selection Criteria

1. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*
2. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation
3. A clear vision for the development of timetabling and curriculum structures
4. Demonstrated expertise in the design, construction and strategic management of complex secondary school timetables, ensuring alignment with staffing, curriculum and organisational priorities
5. Proven leadership capacity to manage and develop staff, including building capability, accountability and effective team performance within an operational context
6. Highly developed analytical and problem-solving skills, with the ability to use data to inform decision-making, resolve complex issues and drive continuous improvement
7. Highly effective organisational, communication and interpersonal skills, with the ability to manage competing priorities, collaborate with senior leaders and maintain confidentiality and professional judgement in a dynamic school environment
8. Proven success as an exemplary teacher



Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.