



Timetabling Assistant

Title	Timetabling Assistant
Classification	Full Time (Ongoing) – Teaching
Tenure	3 Year Position of Leadership (2027 – 2029)
POL Level	POL 2
Time Release	8 x 70-minute periods
Category	Teaching Staff
Key Report	Vice Principal Staff & Operations Director of Timetabling & Operations
Award	Catholic Education Multi-Enterprise Agreement 2022
Membership	Operations Team

Purpose of the Position

The Timetabling Assistant is responsible to the Vice Principal Staff & Operations and the Director of Timetabling & Operations for the duties outlined below, in accordance with Catholic Regional College Caroline Springs policies and procedures. The purpose of the role is to support the effective development, maintenance and refinement of the College timetable, ensuring accuracy, responsiveness and alignment with the operational needs of the school. The role has specific responsibility for key components of the timetabling function, including the coordination of examination timetables, the drafting of student option grids and the ongoing adjustment of timetable structures to support program delivery.

Working closely with the Director of Timetabling & Operations, the Timetabling Assistant will contribute to the implementation and continuous improvement of timetabling processes and systems. The role requires strong attention to detail, analytical thinking and the ability to manage competing priorities, ensuring that timetable adjustments, data accuracy and operational requirements are addressed in a timely and effective manner. The Timetabling Assistant will also collaborate with relevant staff to support the smooth delivery of school programs, ensuring consistency between timetable design, student pathways and broader College operations.

As a member of the College staff, the Timetabling Assistant will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Timetabling Assistant 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

- Deputy Principal Learning & Teaching
- Director of Curriculum & Pedagogy
- Director of Senior Pathways
- VCE Coordinator



Key Roles and Responsibilities

- support the development, construction and ongoing refinement of the College timetable in collaboration with the Director of Timetabling & Operations
- take responsibility for the coordination and delivery of all examination timetables, ensuring accuracy, appropriate scheduling and alignment with College requirements
- lead the drafting and development of student option grids, supporting subject selection processes and ensuring viable and efficient timetable structures
- manage and refine timetable adjustments throughout the year, responding to changes in staffing, student enrolments and program requirements
- develop, maintain and oversee the Web Preferences process, ensuring accurate setup, clear communication and effective data collection to support timetable construction
- ensure the accuracy and integrity of timetable data across all relevant platforms, including SEQTA, Synergetic and associated systems
- identify and resolve timetable clashes, constraints and inefficiencies, implementing practical solutions to support continuity of learning
- support the integration of timetable data with Daily Organisation processes, ensuring alignment between timetabling and operational requirements
- assist in the development and maintenance of yard duty allocations and other timetable-linked operational structures as required
- collaborate with teaching staff and leaders to ensure subject offerings, class structures and timetable allocations meet curriculum and organisational needs
- contribute to the continuous improvement of timetabling systems and processes, identifying opportunities to enhance efficiency, flexibility and accuracy
- provide support and guidance to staff in relation to timetabling processes, including subject selections and student pathway structures
- analyse timetable and subject selection data to support decision-making and inform future planning
- work closely with the Director of Timetabling & Operations and Vice Principal Staff & Operations to ensure alignment with staffing, curriculum and operational priorities
- contribute as a member of the College Operations Team, supporting whole-school planning and implementation of curriculum and timetabling structures
- undertake other duties as directed by the Principal, Vice Principal Staff & Operations and Director of Timetabling & 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 supporting the construction and maintenance of secondary school timetables, including managing adjustments and resolving clashes
- strong understanding of curriculum structures, subject offerings and student pathway requirements within a secondary school setting
- highly developed analytical and problem-solving skills, with the ability to interpret complex data and apply practical solutions to timetable constraints
- advanced attention to detail and accuracy, with the ability to manage large data sets across multiple systems and platforms
- demonstrated experience in developing and managing processes such as Web Preferences, including data collection, validation and preparation for timetable construction
- strong working knowledge of timetabling and school management systems, including platforms such as SchoolData, SEQTA, Synergetic and related tools
- highly developed organisational and time management skills, with the ability to manage competing priorities and meet strict timelines
- ability to collaborate effectively with senior leaders and staff to ensure alignment between timetable structures, staffing and curriculum requirements
- demonstrated ability to contribute to the continuous improvement of systems and processes to enhance efficiency and effectiveness of timetabling practices
- high-level communication skills, with the ability to clearly explain processes and support staff through subject selection and timetable-related matters
- capacity to exercise sound judgement, maintain confidentiality and manage sensitive information with professionalism and discretion.

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 capacity to support the construction and refinement of secondary school timetables, including managing subject structures, resolving clashes and responding to changing staffing and student needs.
5. Highly developed analytical and organisational skills, with the ability to manage complex data sets, develop student option grids and administer processes such as Web Preferences to support effective timetable design.
6. proven ability to work collaboratively with senior leaders and staff, with strong communication skills and attention to detail to ensure accurate, efficient and responsive timetabling processes.
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.