TIMETABLER/ASSISTANT SCHOOL COORDINATOR
POSITION DESCRIPTION STATEMENT

ROLE FOCUS

The Timetabler/Assistant School Coordinator is responsible for preparing and implementing the school's timetable to reflect the curriculum directions and priorities of the College and the relevant industrial agreement, and for assisting the School Coordinator in the smooth running of the College.

SPECIFIC RESPONSIBILITIES

- Lead the development of a timetable that reflects College priorities and promotes effective teaching and learning.
- Review and oversee the publication and implementation of an annual timeline and process for the development of the College timetable.
- Maintain an accurate and up-to-date timetable, and related databases including RAM and XUNO.
- Provide advice to the Advisory Committee, leadership team and the sub schools regarding the number of classes, periods and staffing requirements to enable timely decision making in relation to College planning.
- Conduct appropriate consultations in the development of the timetable, including with:
  - the Managed Individual Pathways/Careers Coordinator regarding the timeline, process and outcomes of student subject selections.
  - the Curriculum Coordinator and Committee regarding curriculum offerings and structures.
  - the Advisory Committee regarding subjects and numbers of classes to be timetabled.
  - Learning Area Coordinators regarding staffing of subjects.
- Provide advice to the Advisory Committee on staff working conditions in relation to the relevant industrial agreement.
- Conduct an annual evaluation of the timetable in relation to curriculum, staffing and other resourcing priorities, and provide advice to the Advisory Committee and leadership team.
- Assume responsibility for the preparation of timetables for exams, orientation programs, and for testing such as NAPLAN.
- Provide support to staff in the development and implementation of the RAM and XUNO databases.
- Provide assistance to the School Coordinator regarding the development, implementation and evaluation of programs related to the daily running of the College, in particular regarding room allocations.
- Liaise with the School Coordinator to ensure that all aspects of the school's daily organisation and timetable implementation are covered.
- Other duties as directed by the Principal.
**SELECTION CRITERIA**

**SC1** Demonstrated high level understanding of initiatives in student learning including the Standards, the Principles of Learning and Teaching P-12 and Assessment and Reporting Advice and the capacity to provide leadership in the alignment of these areas.

**SC2** Demonstrated outstanding classroom teaching skills and the capacity to support colleagues to continually improve teaching and learning.

**SC3** Demonstrated high level ability to monitor and assess student learning data at the individual, cohort and whole school level and to use this data to inform teaching for improved student learning.

**SC4** Demonstrated high level written and verbal communication skills and high level interpersonal skills including a capacity to develop constructive relationships with students, parents and other staff and contribute to the leadership and management of the school.

**SC5** Demonstrated commitment and capacity to actively contribute to and lead whole school improvement initiatives, manage major curriculum or student activities and a commitment to ongoing professional learning for self and others to enable further development of skills, expertise and teaching capacity.