



Timetable Coordinator

Keilor Campus

Commencing 28 January, 2020 (or, preferably, Term 4, 2019 by negotiation)

0.5 FTE: up to full-time if combined with teaching responsibilities

ABOUT OVERNEWTON COLLEGE

Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for over 2,000 students across two campuses located in Keilor and Taylors Lakes.

Overnewton Anglican Community College strives to be an inclusive learning community, providing a respectful environment where students aspire to excellence in a broad range of curricular and co-curricular opportunities. We value our Christian foundation, and the importance of parents as active members of our College family, as we work together, endeavoring to prepare each of our students to be mentally, physically and spiritually ready for life.

Information about Overnewton College is available on the College website: www.overnewton.vic.edu.au.

It is expected that all staff will support the Christian ethos of an Anglican school, be IT literate and be willing to participate in our co-curricular program.

Position Description

Position objectives: The timetable coordinator will undertake a range of responsibilities to support and maintain the timetable for Keilor Campus, working with our 2020 timetable provider, Edval.

Training will be provided by Edval and the College for this position.

Organisational relationships:

- This position is accountable to the Principal through the Head of Keilor Campus.
- Internal liaisons of this position are: Heads of Schools, Head of Pedagogy and Learning, Heads of Faculty, Head of Human Resources, Head of Staff, Taylors Lakes Campus
- External liaisons of this position are Edval contacts

Key responsibilities

Working with Edval, support construction of Keilor Campus timetable

- in conjunction with the Keilor Campus Staffing Committee:
 - consider staff preferences for the following year
 - movement between campuses and schools
 - major leave implications
 - collect and consider staffing preferences from Heads of Schools and Faculties
 - determine needs for additional/replacement staff for the following year

- in conjunction with the Senior Studies Leader
 - determine Senior School blocking and staffing
- throughout the timetabling process, liaise with relevant Heads of Schools, Heads of Faculties, teachers and TLC Timetabler regarding allocations
- liaise with the Head of Co-Curriculum regarding Performing Arts duties and Sport requirements and allocations
- produce and distribute “Load letter” for each teacher stating their duties for the following year
- enter staffing data into the timetable program, determine distribution of subjects for each class, allocate rooms and create links to class lists for Senior School subjects and Middle School Languages, Performing Arts and Visual Arts/Technologies
- organise the Keilor Campus yard duty roster and include in timetables
- in conjunction with the KC and TLC Heads of Staff and the Heads of Schools, determine the class names for the following year
- in conjunction with the TLC Head of Staff, convey all required data to Edval for both Keilor and Taylors Lakes Campuses
- liaise with the Head of Information Services to ensure that timetable data is correctly made available to the intranet and rolls. Assist in updating of email group lists.
- in conjunction with the Heads of Schools, produce a list showing the recipient/s of the pastoral allowance for each class or mentor group and then forward to payroll
- produce and maintain documents showing:
 - teachers for each class
 - loads for each teacher
 - details of underallotted staff
 - part time staff list showing days and times that staff are on campus
 - individual class timetables for each Junior and Middle School class that show the actual lesson times for each lesson
- enter data for underallotted staff into the timetabling program to enable “Top up” availability to be available for daily organisation purposes
- in conjunction with the PA to the Head of Keilor Campus Middle School, upload timetable data to App4 so that it is available on student and staff ipads
- publish timetable information to the College intranet
- assist staff in interpreting and understanding timetable information
- provide relevant timetable information to staff such as Science laboratory technicians, Visual Arts technicians, LDS staff
- in conjunction with the Head of Co-Curriculum and Heads of Schools, produce a document showing the staff alignment to schools

Maintain Keilor Campus timetable

- liaise with the Keilor Campus Head of Staff assisting them to perform their duties
- manage timetable changes due to:
 - Senior School semester change
 - Visual Art/Technology rotations

- Literature Circle rotations
- staff changes
- program changes
- maintain and update documents containing timetabling and staffing data due to timetable and staffing changes

Produce the Senior School JumpStart timetable

Relevant skills, knowledge and experience

- Highly developed organisational and logistical skills
- Strong written and verbal communication skills
- Ability to work under time pressure when required
- Previous timetabling experience and/or experience using Edval software will be highly regarded

Allowances

This position of responsibility attracts a time allowance of 1200 minutes per two-week cycle (0.5 FTE) and a monetary allowance at POR Level 4 (\$10,180 in 2020).

Conditions of employment

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All Education Support Staff will hold a current Working with Children (WWC) Card.
- It is expected that all staff will support the Christian ethos of an Anglican school.
- Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton 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. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and take all reasonable steps to promote the safety of children.

The Selection Process

A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel which will include the Head of Keilor Campus. Final appointments are made by the Principal or delegate. Details of employment conditions can be discussed with the Principal or delegate at final interview.

All applicants are required to complete the appropriate application form, including additional information as specified on the form. Applications which do not include evidence of registration with the Victorian Institute of Teachers (VIT) will not be considered.

In the first instance, enquiries and applications should be directed to:

Mrs Di Nunan, Head of Human Resources

Email: humanresources@overnewton.vic.edu.au

EMAILED APPLICATIONS PREFERRED

Applications will close on Monday, 9 September, 2019.

Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Head of Human Resources, Di Nunan on 9334 0000.

Information about the College

Our Vision: *A community of Learners Embracing the Future*

Our Mission: *Overnewton Anglican Community College strives to be an inclusive learning environment with a strong Christian foundation. We value a respectful environment where students, staff and families, working together, aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.*

Our Values:

Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

COMMUNITY: We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect in the wider community.

LEARNING: We are all lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

RESPECT: We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

EXCELLENCE: We strive to excel in our learning, our work, our relationships and our play, making the most of every opportunity we are given.

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