

WSSC Position Description

Job Title	LT Timetabler/ Exams/ School Calendar WSSC		
Line Manager	Campus Principal WSSC	Year	2018

Purpose of Position

To prepare timetables and complete course selections as required and assist appropriate Principal Class members in the allocation of classroom teaching duties following advice from LAC, Learning Culture Coordinators, Year Level coordinators other relevant coordinators. To provide leadership in the College consistent with the standards of a Leading Teacher, to deputise for Principal Class as needed and to facilitate the achievement of College goals and objectives as stated in relevant strategic planning documents.

Objectives

- To produce the whole school and individual class subject timetables, ensuring that publication is ready in advance of Headstart in November and is ready on first day of each semester and as otherwise required.
- To liaise with the Curriculum Coordinator, the Year Level Coordinators and appropriate Principal Class members to ensure that curriculum and staff allotment decisions are met within the timetable.
- To oversee course selection process each semester, including liaising with Middle Years College on reselection of subjects and dealing individually with senior students to ensure students receive viable courses based on their pathway goals
- To plan and establish processes and timelines for school based exams including whole school end of semester exams and Year 12 practice exams
- To establish and implement specific staff timetables for planned events on the College calendar (e.g. Fit to learn, Year 12 oral SACs, Photograph days , etc.)
- To ensure a Yard Duty supervision roster is prepared for staff that provides a safe and secure environment for students pre-school, recess, lunchtime and after school and that this is regularly updated as staffing changes occur

Major Areas of Responsibility

- Visible Leadership
- Contributing to the staff performance review, VIT mentoring and induction processes
- To organize the production of all timetables as required
- To organize the course selection process, split between two semesters
- To liaise with students to find balance between individual pathways and curriculum and equity requirements for their courses
- To liaise with members of the school community to ensure that the timetable meets curriculum and equity requirements. This includes allocation of staffing in accordance with school policy.
- To update timetable throughout the year in response to staffing and other changes
- To write and publish school exam timetables
- To maintain school calendar
- To maintain records as required
- To provide leadership within the college in an area of curriculum culture
- Provision of input to consultative groups investigating curriculum change proposals/options

Key Tasks

Visible Leadership

- Lead and manage the implementation of whole-school improvement initiatives related to school and DET priorities (including, but not limited to DET Values, Child Safe Standards and Respectful Relationships)

- Model high levels of educational leadership, promoting a safe, positive and inclusive environment for all staff, students and members of the community
- Implement the college learning and teaching pedagogies and support the ongoing development of all staff through feedback, coaching and making yourself available to be observed in your classroom practice
- Implement ongoing monitoring and tracking of progress for programs implemented within your role and provide relevant data as appropriate (e.g. Census, Annual Reports, attendance, program review recommendations)
- Lead the development and review of school policies and processes and ensure these are consistently implemented by all staff

Contributing to the staff performance review, VIT mentoring and induction processes

- Lead allocated staff through the staff review process
- Support allocated staff through the VIT mentoring process
- Contribute to the staff induction process as appropriate
- Lead staff in professional development and implementation of both college's teaching & learning expectations

Complete course selection process for all students

- Complete course selection process for all students, with student entry spread over two semesters.
- Liaise with Assistant Principal on staffing needs for upcoming year
- Liaise with Assistant Principal on which subjects will run for upcoming year
- Provide briefing and advice for GP teachers on course selection process
- Deal individually with senior students to resolve clashes and ensure students receive viable courses based on their pathway goals
- Deal with Middle Years students to resolve clashes in subject selections

To organise the production of all timetables as required

- Modify the timetable, as necessary, during the year.
- Prepare worksheets for the Daily Organiser and staff. (E.g. staff timetables, free rooms or staff free etc., yard duty and part time teacher arrangements)
- To write and publish school exam timetables

To liaise with members of the school community to ensure that the timetable meets curriculum and equity requirements

- Assist the Principals and Local Consultative Committee with the preparation of staff allotments and other staffing and statistical information as required.
- Complete subject blocking arrangements in consultation with Year Level Coordinators and Learning culture team coordinators.
- Advise the Local Consultative Committee of timetable constraints.
- Solve timetable restraints based on advice from LCC and principal
- Seek staff opinion and ensure that rooms and staff requirements are met whenever possible in production of the timetable.
- Liaise with Principal/Assistant Principals regarding final allotments of staff, prior to production of new timetables.
- Liaise with the Daily Organiser where necessary, and take over that role during his/her absence
- Liaise with the Assistant Principal of the Flying Fruit Fly Circus School and the time table Coordinators of WMYC and CCW when required.

To maintain records as required

- Maintain timetable information on computer record using the program First Class (other packages as required).

- Ensure the timetable is provided in a format that enables the Principal to sign it as a lawful document.
- Establish and maintain software required for these tasks
- Maintain timetable information on computer record using the program First Class (or other packages as required).

To provide leadership within the college in an area of curriculum culture

- To liaise with Assistant Principal- curriculum to ensure timetable reflects the curriculum priorities of the school

Provision of input to consultative groups investigating curriculum change proposals/options

- Participate in the staff Curriculum Committee and curriculum working parties.
- Contribute proactively to areas of school improvement.