

# TINTERN GRAMMAR

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Timetabler</b>
<b>Reports to:</b>	<b>Vice Principal</b>
<b>Department:</b>	<b>Timetabling</b>
<b>Date:</b>	<b>July 2019</b>

### Primary Purpose

The Timetabler is responsible for the accurate and timely production of the Tintern Grammars timetable. This will be achieved in consultation with relevant members of the Tintern Grammar Executive.

### Position in Context

The Timetabler works with the Vice Principal in the preparation of the whole Tintern Grammar timetable on an annual and semester basis.

The main responsibilities of the Timetabler are to:

1. Facilitate student's subject selections on an annual basis for the construction of following year's timetable.
2. With the Vice Principal, determine class and set numbers for subsequent year to bring to TSE timetable planning meeting
3. With Vice Principal and Heads of Department, establish provisional staffing arrangements for next year.
4. Acquire an understanding of the facilities campus wide in order to develop a time table that best supports students' learning
5. Set timetable parameters with TSE so that timetable blocks/lines can be defined
6. Maintain timetable parameter documents for Tintern Grammar
7. Build annual timetable and redesign for second semester elective changes
8. Lead discussions of timetable requirements for Tintern Grammar and establish timelines to ensure the timetable for the following year is completed by December of the preceding year.

### Position Requirements: Knowledge and Experience

Ideally, the Timetabler will:

- Have been a teacher of some years' experience.
- Specific experience with "The Timetabler" software from Timetabling Solutions would be an advantage.
- Demonstrate an interest and/or experience in the construction of timetables and be able to do so using computer programs.
- Be a person with skills in the organisation of people and communication with people.
- Have excellent attention to detail and demonstrate analytical skills and problem-solving skills.
- Excellent Data Base and Spreadsheet Skills
- Advanced Word Processing Skills.
- Possess the ability to think laterally about issues.

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## **Assistance and Support from the Campus**

The Timetabler will have the assistance and support of:

- The Heads of School.
- Campus Sports Manager.
- Tintern Grammar Executive.

## **Policy and Practice: Areas Requiring Cooperation**

The role of the Timetabler is closely connected with the work of the Vice Principal and Heads of School and it is expected that they will be in regular communication and operate as a team.

## **Clear communication and effective cooperation is essential with the**

- Heads of School.
- Campus Sports Manager.
- Heads of Department.

## **Teaching Commitment**

- As required by the School

## **Direct Reports**

Assistant Timetabler

## **Child Safety**

Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

**Tintern Grammar's commitment to Child Safety:** Tintern Grammar is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. Tintern Grammar has zero tolerance of child abuse and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

Tintern Grammar is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices in place.

## **OH&S**

Employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- Cooperating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager or Property Manager
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.

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*The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein. Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.*

I ..... have read and acknowledge the requirements of this position.

Signed..... Date.....