

## Position Description

### Campus Timetabler

#### Position Responsibility Summary and Key Working Relationships

<b>Functional Title:</b> Campus Timetabler	<b>Department:</b> Operations
<b>Incumbent:</b> Campus Timetabler	<b>Location:</b> Campus Based
	<b>Date:</b> 2026

#### Relationships and Networks

<b>Lead by:</b>	<ul style="list-style-type: none"><li>• Head of College Operations</li></ul>
<b>Collaborates with:</b>	<ul style="list-style-type: none"><li>• Daily Organisers</li><li>• Alternate Campus Timetabler</li><li>• College Services Team</li><li>• College Operations Team</li><li>• Educational Services Administrators</li><li>• Head of Education</li><li>• Heads of Teaching and Learning</li><li>• Heads of Faculty</li><li>• Heads of Section</li><li>• Deputy Heads of Section</li><li>• Head of Wellbeing</li><li>• Campus Principals</li><li>• Database Administrator</li><li>• Head of Experiential Education</li><li>• Careers Counsellor</li><li>• Teachers</li></ul>
<b>Key Working Groups</b>	<ul style="list-style-type: none"><li>• Teaching and Learning Campus Committee (when required)</li><li>• HOF and Year Level Coordinator Twilights (when required)</li></ul>
<b>External Groups</b>	<ul style="list-style-type: none"><li>• As required</li></ul>
<b>Position conditions</b>	<p>This position will commence from 2026 in an ongoing 1.0 capacity.</p> <p>The Campus Timetabler has a Semester 1 teaching load of 0.583 (21 periods per cycle) and a time release of 0.417 (15 periods per cycle), which changes in Semester 2 to a teaching load of 0.389 (14 periods per cycle) and a time release of 0.611 (22 periods per cycle) with an allowance of \$9,447 per annum (Head of Faculty, Category B).</p>

	<p>Whilst the role falls under a teaching position and is therefore eligible for scheduled term holidays, this position of responsibility requires work during non-term periods. <b><i>This may be coordinated as either working from home or on-site, depending on operational needs.</i></b></p> <p>Minimum expectations include:</p> <ul style="list-style-type: none"> <li>• Returning on the <b>Wednesday, two weeks before teaching staff commence</b> each year to prepare for Term 1.</li> <li>• <b>Two days</b> during the non-attendance period following Term 1.</li> <li>• <b>Two days</b> during the non-attendance period following Term 2.</li> <li>• <b>Two days</b> during the non-attendance period following Term 3.</li> <li>• Remaining <b>two days after teachers conclude</b> at the end of the year.</li> </ul> <p>Attending any required <b>training, workshops, or other operational activities</b> as scheduled.</p> <p>This position description needs to be read in conjunction with a teacher position description to ensure all the duties of the full-time role are understood.</p> <p>In addition to face-to-face teaching duties and related duties, other duties include, but are not limited to, tutor group, extras, assemblies, yard duties, staff meetings, open/information days/nights, professional development activities, meetings with parents, parent/teacher interviews, the pastoral care program, and co-curricular responsibilities.</p>
<b>Reference Documentation</b>	<ul style="list-style-type: none"> <li>• Timetabler master plan (co-author)</li> <li>• Teacher Handbook (co-author)</li> <li>• Explanatory Notes (author)</li> <li>• Program schedule (co-author)</li> </ul>

## Primary purpose of the position (effective operations to support teaching and learning)

This role is directly responsible for the Campus timetabling needs ensuring that Beaconhills College develops and implements contemporary timetable structures that will enable the College Innovation goal around personalising learning to be achieved.

Working with key members of the College Operations team the Campus Timetabler provides oversight and responsibility to ensure the smooth running of our timetabling systems and subject selection periods that are best placed to be utilised by our learning community to support students and staff.

The Campus Timetabler forms part of the College Operations team that looks to optimise the use of technology in supporting these key operational areas of the College.

## Leader as Learning

In this position the leader is required to learn:

- Trends in future timetabling models to support personalised learning
- Analytical techniques including relevant software applications to support the ongoing analytics of college data
- Collaborate across the College to ensure a One College approach is being delivered

## Leader in Training

The training needs for this position are:

- Timetabling software (EDVAL/Class Solver) or similar
- Use of key Synergetic modules or similar

The Campus Timetabler needs to lead training for others in:

- Use of EDVAL or similar

## Key Responsibilities for the position are:

- Development and implement the campus timetabling and scheduling requirements
- Construct and manage the Campus Subject Selection phase in collaboration with Heads of Teaching and Learning Middle School, 9 - 12 and Head of Education
- Ensuring EDVAL data corresponds to subjects on offer at the College
- Build and test EDVAL for student subject selection process for review by Heads of Teaching and Learning 9 - 12 and Middle School
- Prepare and lead the Campus Daily Organiser
- Coordinate calendarization needs across the campus, in conjunction with the alternate campus
- Instil a positive and effective culture around the use of feedback to support students and staff
- Develop an action plan to ensure that Beaconhills College develops leading timetabling practices
- To provide an effective and coordinated on-line, real-time timetabling process for teachers, students and parents that supports the continued learning progress of our students and compliments all aspects of learning and teaching
- Ensure that the College is optimising the use of technology in the timetabling area

## Key Tasks for the position are:

### Timetabling

- Timetable key events as required
- Develop meeting structures through modelling timetable solutions
- Develop the Campus timetables in conjunction with the alternative campus
- Oversee the development and construction of the campus timetable construction
- Collaborate with the Head of Education on the timetable construction document to support education outcomes and directions
- Develop and coordinate the process for students to complete subject selection
- Identify technological solutions within the timetabling and student selection functions of the College
- Investigate and develop timetabling models in support of the College Innovation Plan
- Update timetables as required
- Coordinate timetable uploads into Synergetic (or similar) including roll overs
- Coordinate timetable data extraction for key teaching and learning platforms and educational resources in a timely manner with Digital Services.
- Support the process for constructing the examinations timetables throughout the year through providing appropriate training to the relevant areas

- Oversee the daily organisers workflow
- Provide support and training for the daily organiser on an ongoing basis
- Prepare EDVAL Daily to ensure that the Daily Organiser is supported throughout the school year
- To build timetables around timetable periods, subject selection periods and key events throughout the year
- Meet with the relevant Heads of Section, Heads of Teaching and Learning, Heads of Faculty, Campus Principal and Teaching staff during key periods throughout the year to help inform the timetable construction period
- Liaise, create and publish the required student/staff data for the photographic company
- Prepare and publish the Campus photo schedule

#### **Innovation and research and development**

- Oversight of the research and development of new timetabling methods to support the College Innovation Goal around personalising learning in collaboration with the Head of Education
- Conduct professional learning workshops
- Provide support for key projects
- Support the development of internal research data to support development of College Innovation goals

## **QUALIFICATIONS**

The successful application must hold (or be in the process of obtaining):

- A current registration with the Victorian Institute of Teaching (VIT)
- A current *National Police Check* (NPC)
- A current first aid certificate (or a willingness to obtain)
- Tertiary qualifications in education

## **PHYSICAL CAPABILITIES**

- Sitting (occasional 1-33%)
- Standing (frequent 34-66%)
- Walking (frequent 34-66%)
- Talking (frequent 34-66%)
- Listening (occasional 1-33%)
- Steps/stairs (frequent 34-66%)
- Carrying (occasional 1-33%)

## **WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES**

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorized, adequately trained staff undertake assigned tasks

- Take reasonable care for personal health and safety and the health and safety of others in the workplace

## CHILD SAFETY AND EQUAL OPPORTUNITY STATEMENT

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's *Child Safe Policy* and *Code of Conduct*, which are available on our website [here](#). Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, criminal record checks, *Working with Children Check* (WWC Check) and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.