

Daily Organiser

POSITION OVERVIEW

This leadership position is central to the smooth and efficient functioning of the College. The School Organiser needs to have a broad understanding of the school and its operations. They oversee a range of tasks that happen at regular intervals, work with staff on the practical aspects of the programs offered, and will need to be proactive and strategic in their approach to organisational matters.

The School Organiser shares responsibility for the implementation of the School Improvement Plan (SIP) and will lead aspects of the work, either at a team or whole school level.

Improvement priorities for 2021 – 2024 are:

1. Catholic Identity and Mission
2. Agency in Learning
3. Individual and Collective Efficacy
4. Connections, Relationships and Partnerships

A key component of all leadership roles at the College is building the capacity of individual staff, and fostering the collective efficacy of teams and the school community through collaboration and shared work, effective use of data and feedback, research, professional observation, mentoring, coaching and reflective practice. The School Organiser will contribute to this, both in their role and more broadly in the Leadership of the College.

STATEMENT OF DUTIES

School Calendar and Organisation

1. Prepare and maintain the College Calendar.
2. Proactively support the work of the Operations Team and the College Leadership through strategic vision and operational advice.
3. Prepare rosters for yard duty, detentions, afternoon clean up, wet day lunch supervision, extraordinary clean up, and as required.
4. Manage all changes to the daily program.
5. Clearly communicate information about changes to the normal school programme to students, staff and families.
6. Approve excursions and professional learning activities, in conjunction with the Deputy Principals.
7. Oversee the organisational aspects of excursions, activities and camps (use of the SIMON excursions module, risk assessments, documentation, staffing, notification on CEVN Student Activity Locator).
8. Allocate staffing for excursions, camps and other school activities; ensuring that DET and MACS guidelines are met.
9. Oversee the organisation of whole school activities and events in

	<p>conjunction with the event organiser (school photos, immunizations, assemblies, masses, exams, interschool sport, Feast Day, etc).</p> <ol style="list-style-type: none"> 10. Organise the setting up and packing away of the Hall for whole school activities. 11. Develop the exam timetable and allocate staffing for exams. 12. Develop and establish organisational policies and procedures which assist in the effective running of the College.
Extras	<ol style="list-style-type: none"> 1. Prepare the daily Extras roster to ensure all classes and duties are covered as needed. 2. Oversee work left for Extras and liaise with Learning Area Leaders to provide work in the case of unexpected absences. 3. Engage, induct and supervise Casual Relief Teachers (CRTs). 4. Ensure that the allocation of Extras and in-lieu classes and other duties is in line with the industrial agreement. 5. Liaise with the Principal regarding the employment of staff to cover extended leave such as long service leave and leave without pay.
Timetable and Electives	<ol style="list-style-type: none"> 1. Prepare and distribute copies of the timetable, teacher timetables by week and day, lists of teachers not teaching and rooms vacant. 2. Liaise with the DP Learning and Teaching regarding elective changes and make changes as needed. 3. Allocate new students to electives. 4. With the Network Manager, manage the interface between the Timetable Package (Timetabler) and the Learning Management System (SIMON).
Occupational Health and Safety.	<ol style="list-style-type: none"> 1. Develop systems to ensure OH&S compliance and a safe work culture. 2. Develop, implement and review OH&S policies. 3. Take responsibility for OH&S record keeping and accountability. 4. Develop and implement the yearly Safety Action Plan. 5. Be the initial management contact for Occupational Health and Safety. 6. Set up effective consultative procedures around OH&S.
Child Safety	<ol style="list-style-type: none"> 1. Be familiar with and comply with the school's Child Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety. 2. Ensure that students participating in school activities are provided with a child-safe environment, and that staff are familiar with and comply with the College Child Safety Policy, the Code of Conduct and policies and procedures relating to child safety.

	<ol style="list-style-type: none"> 3. Assist in the provision of a child-safe environment for students. 4. Demonstrate duty of care to students in relation to their physical and mental wellbeing.
Professional Development	<ol style="list-style-type: none"> 1. Commit to ongoing professional development in your area of work. 2. Be open to researching areas of interest relevant to directions provided in the school's strategic plan. 3. Continue development of ICT skills as technologies evolve. 4. Participate in the Performance Development and Coaching process. 5. Be an active member of a relevant professional association as duties permit.
General Duties	<ol style="list-style-type: none"> 1. Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. 2. Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal. 3. Demonstrate professional and collegiate relationships with colleagues. 4. Other duties as directed by the Principal.

CORE REQUIREMENTS

Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission. • A demonstrated understanding of the Church's teachings and the Catholic leader's role in the mission of the Church.
Commitment to Child Safety	<ul style="list-style-type: none"> • Experience in working with young people. • A demonstrated understanding of child safety. • A demonstrated understanding of appropriate behaviours when engaging with children. • Familiarity with legal obligations relating to child safety (e.g. mandatory reporting). • Be a suitable person to engage in child related work.
Education and Experience	<ul style="list-style-type: none"> • Teaching Qualifications. • Current Victorian Institute of Teaching (VIT) registration.

- Accreditation to teach in a Catholic school.
- Strong ICT skills.
- Experience with timetabling software and the SIMON learning management system.

KEY SELECTION CRITERIA

- A proven commitment to ethos and ideals of Catholic Education.
- A desire for continuous improvement and the ability to think outside the square.
- Ability to initiate ideas and manage change effectively.
- Demonstrated excellence as a classroom teacher.
- Sound organisational and interpersonal skills, and the ability to communicate.
- The ability to develop, lead and work within a team.
- The ability to contribute critically and constructively to the development of policies and procedures.

Level: POL 4

Time Allocation: 15 x 60 minute periods

Tenure: 3 years (2022 - 2024)