



Daily Organiser

Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young people grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours.

As a long-standing Catholic school in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

Parade College is the oldest Edmund Rice School in Australia, dating back to 1871, and has a proud history of excellence in the education and pastoral care. Parade offers a multitude of curriculum options for students, whatever their interest may be; from academic, sporting, music, visual arts and trade options.

The professional environment for staff at Parade College emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and the College community.

The Position

The Daily Organiser works with the Director of Operations and as a member of the Daily Organisation Team to ensure the efficient and effective daily operations of the College. The Daily Organiser is responsible on a day to day basis for the smooth and efficient operation of the daily routines of the College, through the process of coordinating, managing and monitoring short-term cover for teacher absences.

The Daily Organiser manages duty rosters to ensure appropriate arrangements are in place to supervise students outside of class time. They are responsible for coordinating significant events and the use of classrooms and other common facilities.

This position is central to the smooth functioning of the College and is responsible for supporting the scheduling and rostering of key College programs and the support of the Daily Organisation function as required.

This role requires significant attention to detail through data entry and validation using a variety of platforms, alongside strong organisational, communication and interpersonal skills.

Applications are welcomed, and will be considered, from teaching and non-teaching candidates. Terms and conditions for this position will be based on the qualifications and experience of the successful candidate as follows:

Teaching qualifications

- Terms and conditions will be as outlined in the Catholic Education Multi Enterprise Agreement 2022 for Registered Teachers. Salary is set out in the Agreement according to years of experience and qualifications.
- The leadership appointment is for a two year term, with an ongoing teaching position associated with the appointment.

- This position attracts a generous Position of Leadership Allowance and time release.

Non-Teaching qualifications

- Terms and conditions will be as outlined in the Catholic Education Multi Enterprise Agreement 2022 for Education Support Employees. This position will be remunerated at Education Support Level 3. Salary is set out in the Agreement according to years of experience and qualifications.

Application Requirements

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a good understanding of the role.

Applications must include:

- a **covering letter** addressing the **Key Selection Criteria** including your skills, qualifications and experience relevant to the role; together with;
- a current **Curriculum Vitae**.

For any enquiries about the role please contact Doreen Cutajar, Director of Human Resources via email: hr@parade.vic.edu.au or telephone: (03) 94683300.

*This community is committed to the safety, wellbeing and protection of all children in our care.
Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the
lands where we live, learn and work.
Parade College is an Equal Opportunity Employer*



PARADE COLLEGE

POSITION DESCRIPTION

Position Title	Daily Organiser
Reports To	Director of Operations

PRIMARY PURPOSE & AIMS

The Daily Organiser is responsible on a day-to-day basis for the smooth and efficient operation of the daily routines of the College, across campuses, through the process of coordinating, managing and monitoring short-term cover for teacher absences. The Daily Organiser also manages duty rosters to ensure appropriate arrangements are in place to supervise students outside of class time. They are responsible for coordinating significant events and the use of classrooms and other common facilities.

STATEMENT OF DUTIES

Daily Organisation

- Reporting to, and working closely with, the Director of Operations:
- Coordinate the equitable allocating extra/replacement classes and replacement yard and litter duties to staff to replace teachers who are absent, on excursion, professional learning or unavailable.
- Arrive at school each morning to allow time to complete the daily absences and replacements and publish the completed list before 8:00am.
- Coordinate the teacher relief system including allocating reliefs and duties to teachers and Casual Relief Teachers (CRTs) in a fair, equitable and transparent manner.
- Being available each morning to arrange cover of classes and duties of absentee teachers either through the allocation of reliefs to staff or by the use of CRTs.
- Manage the Daily Organiser program which handles daily administrative tasks such as selecting replacement teachers to cover teacher absences, lesson cancellations, student absences, student excursions and changes to student attendance at lessons.
- Liaising with the Director of Operations and the Assistant Principals to ensure all daily needs are being met.
- Being mindful of staff needs and special circumstances in the allocation of duties, especially in adhering to the Extras Policy.
- Developing and implementing effective and efficient processes and procedures for informing school staff on a daily basis of their responsibilities with regard to required duties.
- Producing the Daily Extras and communicating to all staff.
- Updating the timetable and school portal with changes to rooming, classes or staffing.
- Liaising with and advising relevant staff regarding staffing changes.
- Organising changes to rooming and redistribution of classes where necessary.
- Coordinating processes to ensure the Payroll Officer is informed of the time worked by CRTs.
- Liaising with the Compliance Officer to ensure CRTs have up-to-date VIT registration and are inducting to ensure that they are fully aware of all school policies, procedures and expectations.

	<ul style="list-style-type: none"> Monitoring and reporting to the Assistant Principal, Staff Wellbeing and Development the performance of CRTs to ensure they fulfil the expectations of a teacher. Liaising with the Deputy Principal to ensure that the employment of CRTs remains within budget limits. Notifying the Payroll Officer, via the Daily Extras, of General Staff absences. Anticipating the events on the school calendars and planning for school organisation on specific days. Maintaining records for camps, tours, excursions, incursions and special events. Liaising with the Director of Operations regarding cover for teachers on extended leave.
Daily Organisation Team	<p>In conjunction with the College Operations Coordinator to:</p> <ul style="list-style-type: none"> Support the preparation of each Semester's examination timetables in conjunction with DAT and assist in the finalisation of the staffing rosters, including room allocation. Assist in the allocation of examination staffing for all Year Levels. Assist in the preparation and publishing of the Exam seating plans. Assist the Director of Operations in the staff allocation to Special Event days e.g. Solidarity Walk, Celebration Day, College Assemblies, Photo Day, Open Day, NAPLAN, Mock Interviews, Work Experience and Camps Keep a record of missed duties and send appropriate documentation/notification to follow up any breaches of professional responsibilities e.g. duty of care and inform Director of Operations and the Director of Human Resources.
Timetabling	<p>In conjunction with the College Operations Coordinator and the Timetabler to support the:</p> <ul style="list-style-type: none"> Publishing of Yard Duty Rosters at both campuses prior to the beginning of each term and maintain regular updates and upload to SIMON. Sometimes these updates are required daily. Designing Yard Duty areas to be covered for both campuses and gain prior approval of the Director of Operations. Assigning Yard Duties to staff and gain approval of allocation from the Director of Operations. Assisting with creating student timetables.
Teaching (Teacher candidates)	Teach various classes across a number of different year levels.
Other Duties	<ul style="list-style-type: none"> This position does not follow normal school hours, and it is expected that work will be conducted daily, outside of hours, before and after the school day. Other duties as directed by the Principal, and/or Director of Operations.

KEY PERFORMANCE INDICATORS	
	<ul style="list-style-type: none"> Duties implemented to the satisfaction of the Director of Operations and the Principal. Fair, equitable and transparent distribution of duties and staff rosters. Accuracy of data entry and back-up processes. Knowledge and skills of timetable software (Training is available). Knowledge and skills in the use of excel. Capacity to empathise with staff and find satisfactory resolutions. The ability to work as an effective member of a team Effective support to the Daily Organisation Team.

POSITION REQUIREMENTS	
Skills and Qualities	<ul style="list-style-type: none"> High level of competence and willingness to use the Timetable Package Good communication and interpersonal skills Friendly and warm disposition

	<ul style="list-style-type: none"> • Welcoming and helpful personality • Ability to coordinate the delivery of multiple tasks • Ability to plan and coordinate effectively • Ability to interact positively with staff, parents and students • Ability to work effectively under pressure and problem solve • Loyalty to the College and its staff • Ability to work flexibly across a multi campus environment • Ability to work confidentially as appropriate • Support of College policies and strategic direction
Child Safety	<ul style="list-style-type: none"> • Be a suitable person to engage in child-connected work. • Be experienced in working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards • A working familiarity with Child Safe requirements and expectations of VCEA PROTECT, VIT, EREA and VRQA • A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.
Selection Criteria	<p>The qualifications, experience, and skills required for the position ideally include:</p> <ol style="list-style-type: none"> 1. Support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation. 2. Demonstrated customer focus attributes, including the ability to respond promptly and courteously to a diverse range of service needs in a courteous manner. 3. Well-developed interpersonal skills including organisation and communication, with the proven ability to work effectively, independently and collaboratively, as part of a team. 4. Highly developed administrative and organisational skills with the ability to manage competing demands and priorities to meet deadlines, problem-solving and analytical skills. 5. Proven intermediate level computer skills and experience, with experience using timetabling and/or school management software packages an advantage. 6. Commitment to ongoing professional learning.
TERMS AND CONDITIONS	
<ul style="list-style-type: none"> • Applications are welcomed, and will be considered, from teaching and non-teaching candidates. • Terms and conditions for this position will be based on the qualifications and experience of the successful candidate as follows: <ul style="list-style-type: none"> <u>Teaching qualifications</u> <ul style="list-style-type: none"> – Terms and conditions will be as outlined in the <i>Catholic Education Multi Enterprise Agreement 2022</i> for Registered Teachers. Salary is set out in the Agreement according to years of experience and qualifications. – The leadership appointment is for a two year term, with an ongoing teaching position associated with the appointment. – This position attracts a time allowance, as determined by the Principal. The time allowance may vary on a semester basis and may depend on the needs of the College timetable. <u>Non-Teaching qualifications</u> <ul style="list-style-type: none"> – Terms and conditions will be as outlined in the <i>Catholic Education Multi Enterprise Agreement 2022</i> for Education Support Employees. This position will be remunerated at Education Support Level 3. Salary is set out in the Agreement according to years of experience and qualifications. • The position reports to the Director of Operations and will need to be available to the Director of Operations during specified periods leading up to the commencement of school and after school finishes. 	

- The position will, from time-to-time require attendance outside normal hours. This position does not follow normal school hours, and it is expected that work will be conducted daily, outside of hours, before and after the school day.
- The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.
- All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening and adhere to the School's Child Protection Policies.