



Position Description

Position Title	Daily Organiser – Team Leader
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	Notre Dame College
Location	<i>Knight Street and Emmaus Campus - Shepparton</i>
Enterprise Agreement and or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	Category C (Classification from CEMEA)
Remuneration	As per Award (Annual rem excluding superannuation)
FTE	1.00
Status	Ongoing
Reports to	Deputy Principal – People and Environment

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

Notre Dame College is a Catholic co-educational secondary college located at Shepparton, in the Goulburn Valley. Based on our faith in God and built on our Marist-Mercy traditions, we provide a comprehensive and challenging educational experience for all students and staff in a faith-filled, pastoral community. Together with families, we strive to develop the full potential of each individual within a just and caring Christian community.

Position Summary

The role of the Daily Organiser – Team Leader is to ensure that classes, across the three programmes at the College, are supervised by a teacher in the absence of the classes' usual teacher and that day-to-day administration tasks are completed. They also ensure that alternate schedules for special events are in place.

All members of staff are expected to support the College's Catholic ethos, traditions, and practices, and always apply these to their work.

Key Responsibilities

Catholic Identity	<ul style="list-style-type: none">• Demonstrate active support of the College's mission, vision, values and Mercy and Marist traditions.• Promote the mission, vision, and values of the College through active participation in the liturgical life of the College.
Team Leader	<ul style="list-style-type: none">• Lead the Daily Organiser Team.• Ensure that the Daily Organiser – Assistant completes all tasks within their role description.• Support the Daily Organiser – Assistant to develop their skills within the role.• Liaise with IT Team to actively find solutions to any SEQTA/Daily Org issues which arise.
Daily Organisation	<ul style="list-style-type: none">• Work in collaboration with the Daily Organiser – Assistant.• Maintain an up-to-date and accurate electronic register of emergency teaching staff.• Liaise with, book and support emergency teachers as required to cover for absent teaching staff.• Ensure extras, designated replacement classes and in lieu are administered in accordance with College protocols.• In conjunction with the relevant team leaders prepare, staff and publish timetables, re-rooming, etc for activities and events.• Enter data into the system in relation to the teacher absences:<ul style="list-style-type: none">○ approved professional learning.○ approved excursion/incursions applications.

	<ul style="list-style-type: none"> ○ long term leave (e.g., Long Service Leave or sick leave etc); in collaboration with Deputy Principal Learning and Teaching. ○ approved teaching staff day to day leave applications. ● Provide an End of Day Report to the Payroll Officer advising of staff absences. ● Liaise with the College Programmes Officers and others responsible for event planning as required. ● Daily Extras Bulletins: <ul style="list-style-type: none"> ○ Prepare and publish the Daily Extras Bulletin together with any additional schedules for staff. ○ Where the usual teacher of a class is unavailable ensure that cover for the class has been arranged and notified to staff via the Daily Extras Bulletin. ○ Coordinate and publish classroom changes in the Daily Extras Bulletin. ○ Follow-up staff who do not attend classes they have been allocated to cover and advise the Deputy Principal – People & Environment. ● Reporting: <ul style="list-style-type: none"> ○ Compile and distribute a report at the end of each term for Leadership Executive with the number of Extras, DRTs and replacements allocated to each staff member in the preceding term. ○ Compile and distribute a report at the end of each term for each teacher on the number of extras, DRTs and replacement classes they have been allocated in the proceeding term.
<p>Administration</p>	<ul style="list-style-type: none"> ● Emergency Teachers: <ul style="list-style-type: none"> ○ As part of the staff induction programme ensure emergency teachers: <ul style="list-style-type: none"> ▪ are provided with a copy of the Emergency Teacher Handbook. ▪ are provided with a tour of the Knight Street Campus and Emmaus Campus. ○ Check Emergency Teacher availability each year/term. ○ Request the staff code from the Human Resources Officer and communicate the Emergency Teachers’ start date to Payroll and ICT Teams. ○ Liaise with IT Team to ensure ET Notebooks are updated and any issues are resolved for both Knight Street Campus and Emmaus Campus notebooks. ● Information Technology: <ul style="list-style-type: none"> ○ Liaise with IT Team members to manage storage of timetable/daily organiser files. ○ Monitor/investigate new releases from Timetabling Solutions. ● Collaboration: <ul style="list-style-type: none"> ○ Daily debrief to review upcoming day(s), with Daily Organiser Team.

	<ul style="list-style-type: none"> ○ Lead best practice for Daily Organiser processes, and documentation of practices in Daily Organiser Handbook. ● Non-Timetabled Activities: <ul style="list-style-type: none"> ○ Create schedules for non-timetabled activities, for respective Campus. ○ Liaise with relevant stakeholders (Principal, Deputy Principals, Directors, Office Manager, Programmes Officers, etc) and communicate with staff. ○ Liaise with IT Team to ensure all non-timetabled events have rolls in SEQTA. Example of these activities include: computer deployment, photos, NAPLAN, Exams, etc. ○ Create alternate class lists and liaise with office to create lists in Synergetic / SEQTA as required.
<p>General and Administrative Duties</p>	<ul style="list-style-type: none"> ● Commit to ongoing professional development activities. ● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. ● Maintain currency of mandatory reporting and anaphylaxis training. ● Demonstrate duty of care to students in relation to the physical and mental wellbeing. ● Attend all relevant school meetings and other applicable events, as required. ● Demonstrate professional and collegiate relationships with colleagues. ● Participate in the College’s Annual Review Meeting process. ● Follow appropriate procedures of notification if absent from the College. ● Handle confidential information including personal, sensitive and health information of student in accordance with college policies. ● Abide by the College’s Professional Dress Code.

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd’s OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Qualifications in Office Administration are desirable, but not essential. • Current Working with Children Check and National Criminal History Check.
	Knowledge and Experience	<ul style="list-style-type: none"> • Experience in a Daily Organiser role is desirable, but not essential. • Successful and effective team leader. • Take ownership and proactively manage tasks through to completion. • Can manage numerous tasks at the one time. • Meet deadlines in an organised and efficient manner. • Manage projects independently.

		<ul style="list-style-type: none"> • Be calm under pressure and capable of thinking clearly in stressful situations.
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Understand, value and demonstrate Catholic ideals. • Model the guiding principles of our Marist and Mercy charisms to staff, students and the wider community.
	Skills and Attributes	<ul style="list-style-type: none"> • Have a high level of organisational skills. • Have high level skills in the use of the MS Office Suite of programmes as well as an ability to use a range of other data bases. • Have a high level of written communication skills, including the ability to prepare letters, emails, reports etc using clear, concise and grammatically correct language in appropriate style and formats. • Have a high level of verbal communication skills, including the ability to confidently convey ideas and information in a clear way that ensures understanding and meets the needs of target audiences (the right information to the right people). • Welcome constructive feedback and be able to see things from other people's points of view and confirm their understanding.

Date	Authorised By
21 August 2023	Jennifer Frisardi

I acknowledge that I have read and understand the above position description in its entirety and I am capable of performing all of the stated requirements.

Signed:

Date:
