

<b>POSITION TITLE:</b>	<b>Speech Language Pathologist</b>
<b>SECTION:</b>	<b>Student Wellbeing &amp; Diversity</b>
<b>REPORTS TO:</b>	<b>Manager Therapy Services</b>
<b>CLASSIFICATION:</b>	<b>CES Allied Health Scale</b>
<b>AUTHORISATION:</b>	<b>Executive Director</b>

## CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

## PURPOSE OF THE ROLE

The role and responsibilities of the Speech Language Pathologist will be to provide therapy services to students in schools and develop capacity within schools in meeting the needs of diverse learners. This involves working within a consultative framework including students, parents, teachers, learning support teachers, therapists, administration and external agencies.

This role is aimed at strengthening the individual skills of students to access the curriculum as well as support and train teaching staff in program implementation and management. The Speech Language Pathologist will work cooperatively with the Student Wellbeing & Diversity Team, Principals and school staff to facilitate a holistic approach to learning for all students in our schools.

Frequent and regular school visits are a key component of this role.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*Typical duties performed may include, but are not limited to:*

- Provide a specialist consultative and resource service including diagnostic assessments, reports, recommendations, therapy and educational strategies for students in schools.
- Collaborate with parents, principals, class teachers, learning support teachers, therapists and other professionals in identifying the learning and social needs of students.
- Participate as a team member in the provision of speech language pathology services to achieve established goals and objectives.
- Develop and provide specialist training and learning activities that support schools in delivering effective teaching and learning programs for students.
- Contribute to and participate in professional development and supervision activities to develop and maintain relevant levels of knowledge and skills.
- Participate in specialised projects and research activities.
- Supervise speech language pathology student placements in consultation with line manager.
- Assume responsibility for the documentation of student data and service information.
- Networking with other agencies to improve schools' management of those students who require significant support in their learning.
- Maintain appropriate behaviours when engaging with children.

## GENUINE OCCUPATIONAL REQUIREMENTS

- Accountable and responsible for ensuring professional behaviour.
- Ability to cope with own emotions and behaviour effectively.
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to maintain an appropriate level of confidentiality.
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position.
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Ability to accept responsibility for own work.
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks.
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks.
- Facilitate the prevention of child harm by recognising and responding appropriately.

**Physical requirements of the position:**

- Work is normally performed in a typical interior office and/or classroom environment.
- Manoeuvring within the office/school environment appropriate to the position.
- Frequent driving of a motor vehicle.
- Frequent use of telecommunication and electronic equipment.
- Travel to remote areas in the Diocese, which may include overnight stays.

**MANDATORY QUALIFICATIONS AND REQUIREMENTS**

- Formal qualifications in Speech Pathology at Degree level.
- Eligibility for membership of Speech Pathology Australia.
- Evidence of a current *Working with Children Blue Card*.
- Demonstrated ability to select and apply evidence based practice in the provision of speech-language pathology services in an education setting, particularly for students with disabilities.
- Experience working within a disability setting; including with children, young people and their families
- Proven capacity to develop and implement programs and associated strategies and services to support the needs of students.
- Demonstrated skills in the implementation of programs and training of support personnel, including capacity to plan and deliver professional learning opportunities for staff development that improve teaching and learning experience.
- Demonstrated ability to work effectively in a team environment, and maintain professional relationships with students, school staff, other school support personnel and external stakeholders.
- Demonstrated commitment to ongoing personal and professional development.
- Current Open drivers' licence.
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education.
- Promote child safety at all times.

**RELATED DOCUMENTS**

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

**ADDITIONAL INFORMATION**

The incumbent will need:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns.
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

**EMPLOYEE ACCEPTANCE**

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_