

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE: Speech Pathologist
TEAM LEADER: Leader: Wellbeing
DATE: February 2022

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 58 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB) work together to support the leadership of all Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

OUR VISION

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

OUR MISSION

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

ROLE PURPOSE

The Speech Pathologist is a member of the Wellbeing Services Team, which partners with the wider Education Services Team and schools, to engage in inclusive practices and build capacity, to identify and respond effectively to students differing learning needs. The Speech Pathologist's role is responsible for the provision of high quality, speech pathology services, that enhance communication skills and access for students to learning, in primary and secondary schools in the Diocese of Ballarat.

*As partners in
Catholic education
and open to God's presence,
we pursue fullness of life for all.*

KEY RESPONSIBILITIES

The key responsibilities that are described may be periodically altered in accordance with changing school and organisational needs. They are:

1. To assess, interpret and analyse referred student data and communication needs, to support educational programming. This may include administration of standardised assessments, classroom observations and checklists. These assessments may be implemented both in person or via telepractice. Assessments can include the areas of Speech, Language, Pragmatics, Phonology, Voice and Fluency skills.
2. To engage with other wellbeing team members and school staff to problem solve regarding student assessment information, explain how it looks in a classroom and make any recommendations about appropriate evidence-based interventions.
3. To liaise with parents, colleagues in schools and the community, to support the development of a Personalised Learning Plan for students, that outlines learning goals with a focus on access to learning and inclusion.
4. To meet legislative and system requirements, including -
 - a. Keeping and maintaining online individual records, files and notes
 - b. Providing timely reports, feedback and recommendations for programming to schools and families, following assessment of identified students
 - c. Collection, collation and maintenance of practice related data, e.g. caseload demographics and intervention effectiveness
 - d. Being an active participant in Wellbeing Team Case Allocation Team meetings
5. To partner with schools through ongoing professional learning and resourcing regarding communication development and how communication skills can be facilitated in every class.
6. To partner with schools, other Wellbeing Team staff, the Educational Services Team and families to identify, implement, monitor and evaluate evidence-based interventions.

Skills and Capabilities

To be successful in this role you will need to have the following skills and capabilities:

- strong attention to detail;
- excellent communication skills;
- proven ability to use initiative and resolve problems;
- demonstrated ability to be professional and operate as an effective team member;
- ability to be discrete and confidential with sensitive information.

Mandatory Requirements and Key Selection Criteria

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- a tertiary qualification in Speech Pathology with confirmed requirements for full membership of Speech Pathology Australia;

- demonstrated speech pathology experience;
- ability to support the learning of others;
- demonstrated ability to deliver evidence-based, innovative clinical practices;
- demonstrated high measure of confidentiality and professionalism;
- hold a current Victorian or National Police Check;
- hold a current Working with Children Check
- hold a current Victorian Driver’s Licence.

Responsibilities of all Catholic Education Ballarat Employees

Safeguarding of Children and Young People

All DOBCEL employees must:

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety;
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

Health and Safety

DOBCEL is committed to providing a work environment that is safe and free of risks to health.

To achieve this all employees must:

- take reasonable care for their own health and safety and the safety of others;
- provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace;
- report all hazards and incidents as required.

Partnering and Communication

All employees have a responsibility to demonstrate positive and effective communication.

To achieve this all employees must:

- promote a culture of partnering and collaboration;
- ensure appropriate and professional language is demonstrated in every interaction;
- provide timely support to maintain teamwork;
- maintain effective and professional relationships with all internal and external stakeholders.

Performance and Professional Development

All employees have a responsibility to undertake continuous professional development.

To achieve this all employees must:

- participate in regular team meetings as required;
- develop individual action and development plans, aligned to organisational and role priorities;
- participate in performance review processes as required;

- complete all mandatory training required as an employee of DOBCEL;
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body;
- continuously update knowledge appropriate to the role.

Policy

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.