

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE:	Speech Pathologist
TEAM LEADER:	Leader: Wellbeing
TEAM:	Wellbeing
DATE:	July 2025
CLASSIFICATION:	CEO Speech Pathologist 3-1

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is the governing authority for 57 DOBCEL Primary and Secondary schools and provides support to a further 6 Diocesan Secondary Colleges across Western Victoria from the Murray to the sea.

At the heart of Catholic Education in the Diocese of Ballarat our focus is on educating the whole person and the fullness of life for all. All positions at DOBCEL have the opportunity for a meaningful career, contributing positively to school communities and the lives of our future generations. Catholic Education Ballarat is committed to the safety, wellbeing and protection of all children and young people in its care.

DOBCEL is an equal opportunity employer. We value a diverse and inclusive workplace representative of the wider communities in which we operate.

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 Team and works collaboratively with the broader Catholic Education Team and schools to promote inclusive practices and strengthen the ability to identify and effectively support students with diverse learning requirements.

This role involves delivering high-quality speech pathology services aimed at improving students' communication skills and enhancing their access to learning across primary and secondary schools within the Diocese of Ballarat.

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Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

Key responsibilities include:

- To evaluate, interpret, and analyse data and communication needs of referred students in order to inform and support educational planning. Responses to referrals may involve collaboration and planning with classroom teachers, the use of standardised assessments, classroom observations, and additional screening to determine the most appropriate adjustments. Assessments may cover areas such as speech, language, pragmatics, phonology, voice, and fluency, and can be conducted either in person or through telepractice.
- To collaborate with parents, school staff, and community partners to support the development of personalised learning plans for students, when needed, that outline targeted learning goals—emphasising inclusive access to the curriculum and the development of communication skills.
- To collaborate with Catholic Education Team members and school staff to interpret student data, discuss how it may present in classroom settings, and provide recommendations for appropriate evidence-based interventions and reasonable adjustments.
- To meet professional, legislative and system requirements which includes-
 - Keeping and maintaining individual student records, files and notes
 - Providing timely reports, feedback and recommendations for programming to schools and families, following assessment of referred students.
 - Collection, collation and maintenance of practice related data, e.g. caseload demographics, intervention effectiveness.
 - Being an active participant in Wellbeing Team Case Allocation meetings
- To work in partnership with schools by providing ongoing professional learning and resources focused on communication development, and supporting the integration of communication skill-building within all classroom environments.
- To participate in the annual Diocesan speech screening for Foundation students across a designated group of schools, analyse the resulting data sets, and collaborate with school staff to develop informed responses to the data using a Multi-Tiered System of Supports (MTSS) framework.
- In collaboration with a fellow Speech Pathology team members, facilitate Diocesan speech training for Learning Support Officers (LSOs) and teachers, as well as deliver other teacher professional learning sessions as requested by schools and the speech team.

Skills & 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.

Essential Requirements

The following are requirements for this position:

- A commitment to work within and actively support 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.
- Must hold or be prepared to undergo Victorian or National Police Check.
- Must hold or be prepared to undergo an employee Working with Children Check (if not VIT registered).
- 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 VCEA 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.