

CATHOLIC SPECIAL SCHOOLS

Catholic Special Schools, ABN 68 902 904 959, an unincorporated division of the Catholic Church Endowment Society Inc, ABN 29 608 297 012



St Patrick's Special School
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Position Information Document

POSITION TITLE	Education Support Officer – Other Professionals – Allied Health Team
ESO GRADE	5 or 6
ESO STREAM	Other Professionals – Occupational Therapist
EMPLOYMENT TYPE	Permanent
HOURS PER WEEK	7.5 per day
WEEKS PER YEAR	48

Key Working Relationships

- Principal / Head of Campus
- Leadership Team
- Allied Health Team
- Teaching and support staff
- Students and parents/caregivers
- Relevant specialist community/business organisations

Broad Purpose

Under broad direction of the Principal (or delegate), the Occupational Therapist will provide high level specialised support to school leaders and teaching staff to assist in the achievement of required educational outcomes.

DUTY STATEMENT

Duties include, but are not limited to:

- Provide evidence-based Education Occupational Therapy services to the school including intervention, and consultation within a Multidisciplinary team.
- Working in partnership with teachers, families and other therapists to integrate preferred strategies across a range of environments to support students access, behaviour and regulation.
- Work in partnership with private therapists to coordinate and develop Care Plans
- Provide subject matter expertise and advice to school leaders and teaching staff on specific support services and their impact on school curriculum and associated activities.

- Coordinate relevant policy development and implementation and provide strategic advice and information to enhance the school's educational outcomes.
- In collaboration with teaching staff, deliver professional support to students across all curriculum areas including all aspects of student assessment and reporting.
- Prepare communications to parents/caregivers and other relevant parties (i.e. therapists) on progress of students, consistent with information provided by teaching staff.
- Adapt teaching resources and modify education programs to meet learning needs of specific students by demonstrating a comprehensive understanding of curriculum and applying personal knowledge and initiative.
- Develop a framework for and provide instruction to students within a structured learning environment by carrying out a wide variety of tasks associated with classroom learning experiences (e.g. assist teaching staff with preparing, implementing, and supervising learning programs).
- Develop student profiles for the use by school leaders, teaching staff and other relevant parties (e.g. counsellors, therapists, education advisers), including for students with specific learning difficulties and disabilities, both individually and in groups.
- Act as a liaison officer between the school and relevant specialist community/business organisations and prepare reports and maintain accurate records of cases.
- Adapt a variety of intervention strategies and effective educational aids to assist student learning and employ behavioural management strategies to achieve a safe, orderly, and successful learning environment.
- Ensure the necessary resources and equipment for students are available for planned learning activities and support staff are allocated accordingly.
- In collaboration with teaching staff, plan and prepare support materials for students, including those with specific learning difficulties and disabilities on excursions, sports days/activities and other classroom and associated school/educational activities.
- As required, support students with special needs at recess and lunch to manage student safety and comfort.
- Actively participate in school activities/events, staff/team meetings, required training and/or professional development and professional reviews.
- Undertake other duties as required/directed by the Principal (or delegate).

PERSON SPECIFICATION

- A University qualification in Occupational Therapy and demonstrated knowledge and experience in a comparable role.
- Specialised knowledge with depth in providing effective learning support to students, including working with children with special needs.
- Demonstrated experience supervising staff and managing outcomes of work of self and others.
- Willingness to uphold and contribute to the culture and ethos of our Catholic school.
- Demonstrated experience in undertaking extensive research and investigation to inform the development of significant policies and strategies for the successful operation of the school.
- Ability to generate and evaluate complex ideas through the analysis of information and concepts and implement positive and supportive behaviour management procedures and be a good role model for students.
- Excellent interpersonal and communication skills (verbal and written) and proven ability to quickly develop a strong positive rapport with students, staff, and parents/caregivers and foster effective relationships with all school community members.

- Able to work without guidance and effectively self-manage to exercise significant and independent professional judgement based on extensive experience and an advanced level of expertise across a range of areas associated with the role.
- Demonstrate self-directed development and achievement of specialised areas of knowledge and skills to enhance the school's educational outcomes.
- Self-motivated, resilient, and able to work productively and flexibly in a complex environment as an effective and positive team member and supervise and support other staff.
- Excellent organisational and time management skills, along with an ability to effectively prioritise tasks, be proactive and meet required timelines.
- Demonstrated very high level of confidentiality, trust, integrity and work ethic.
- Demonstrated advanced computer skills, knowledge, and experience, with particular expertise in the Microsoft Office suite and ability to support others with computing competencies.
- Ability to lead and deal effectively with unexpected situations and/or emergencies.
- An active demonstrated commitment to ongoing professional learning and development.
- Continence Care Training is desirable.

SPECIFIC REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate

WORK HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not intended as a comprehensive listing of all responsibilities, tasks, and outcomes.