



# Position Description

<b>Position Title</b>	<b>Senior Speech Pathologist</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>Function</b>	School Development and Support
<b>Location</b>	<i>Bendigo, Wangaratta, or Tatura</i>
<b>Enterprise Agreement and or Award</b>	Catholic Education Multi Enterprise Agreement 2022
<b>Classification</b>	Speech Pathologist Grade 4
<b>Remuneration</b>	\$114,593 - \$120,889 (Annual rem excluding superannuation)
<b>FTE</b>	1.0 FTE
<b>Motor Vehicle</b>	Provision of motor vehicle in line with CES Ltd Policy
<b>Status</b>	Ongoing
<b>Reports to</b>	Inclusive Education Lead

## 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.

## Office Summary

The Catholic Education Sandhurst Office comprises approximately 100 employees working across 7 key functional areas, supporting over 50 schools within the Sandhurst Diocese based across Bendigo, Tatura, and Wangaratta.

The Chief position within each function reports directly to the Chief Executive Officer of Catholic Education Sandhurst (CES) and the 7 functional areas comprise of:

- Catholic Mission, Learning and Teaching
- School Development and Support
- Early Childhood Education and Care
- Student Pastoral Wellbeing
- People and Culture
- Operations; and,
- Strategy, Risk and Governance

## Function Summary

**The School Development & Support function** provides systemic leadership across the Sandhurst Catholic Diocese relating to school improvement, Principal performance and development, and learner support.

The function provides strategic leadership for CES Ltd across three key performance domains: shaping culture, building capacity and capability, and enhancing performance across the Diocesan system of schools.

The function includes:

- School Improvement and Performance
- School Review (NSIT)
- Principal performance and development
- Learner Diversity Support; and,
- School Development, Research, and Innovation

Principal Consultants within School Improvement and Performance have responsibility to ensure clear and consistent oversight of school performance and improvement as well as enhancing school leadership capability.

The Learner Diversity team works closely with the Learning and Teaching and Student Pastoral Wellbeing functions to ensure the effective delivery and timely approach to diverse learning needs and interventions. The team strives for the achievement of best practice across all schools in the network; working collaboratively with teachers, families, parents/carers, professional external service providers and allied health professionals to ensure appropriate learning strategies are developed.

## Position Summary

The CES Ltd Senior Speech Pathologist will be leading a team of Speech Pathologists who provide school based support for students. The Senior Speech Pathologist is responsible for providing advanced speech and language therapy services, guiding and mentoring the Speech Pathology team, and collaborating with other Catholic Education Office Sandhurst staff to achieve the best possible outcomes for students. This position requires excellent communication, organizational, and problem-solving skills.

## Key Responsibilities

<b>Lead Speech Pathology Team</b>	<ul style="list-style-type: none"><li>• As a member of the Inclusive Education team, lead and support members of the speech pathology team located across the Diocese.</li><li>• Provide direct guidance and support to the team of Speech Pathologists, including process for case management, effective service delivery and evaluation.</li><li>• Organise regular mentoring for all speech pathology team members, including individual and group mentoring.</li><li>• Support Graduate Speech Pathologists as required.</li><li>• Support ongoing professional learning and skill development within the speech pathology team.</li></ul>
<b>School Service Delivery Model</b>	<ul style="list-style-type: none"><li>• Actively lead the implementation of innovative, inclusive, evidence-based multi-tiered systems of support.</li><li>• Organise case meetings to support the work of the speech pathologists in schools.</li><li>• Ensure the service delivery model is informed by current research and effective practices designed to support the inclusion of students with communication and/or learning difficulties.</li><li>• Support Speech Pathologists with management of complex cases.</li><li>• Provide speech pathology service to identified schools.</li></ul>
<b>Strategic Support &amp; Initiatives</b>	<ul style="list-style-type: none"><li>• Communicate with Catholic Education Sandhurst Ltd schools and key personnel to ensure service delivery is meeting the identified needs of the school and students.</li><li>• Coordinate, develop and implement strategic projects and research initiatives.</li><li>• Coordinate and support speech pathology student placements across Catholic Education Sandhurst.</li><li>• Liaise with tertiary institutes as required.</li></ul>

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 also 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.

## Requirement for onsite work

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite.

## Key Selection Criteria

Essential	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"><li>• Bachelor or postgraduate qualifications in Speech Pathology.</li><li>• Eligible for a membership of Speech Pathology Australia.</li><li>• Current Australian Drivers Licence.</li></ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• Demonstrated leadership experience including functional leadership of speech pathologists across multiple locations including staff recruitment, mentoring supervision and performance management.</li><li>• Extensive experience in the delivery of speech pathology services in an educational setting.</li><li>• Experience in the supervision and professional development of speech pathologists and/or speech pathology students, with demonstrated ability to support and foster skill and knowledge development in others.</li><li>• Demonstrated knowledge and understanding of relevant regulations, policy and legislation including the Disability Discrimination Act 1992, Disability Standards for Education, Nationally Consistent Collection of Data on Students with Disability and the legal and ethical considerations related to the professional practice of speech pathologists.</li><li>• Knowledge of key speech pathology and education policies, initiatives, legislation, and professional guidelines, and the ability to operationalise these.</li><li>• A sound understanding of the 2022 <i>Speech Pathology Australia: Speech Pathologists in Education</i> position statement and practice guidelines.</li></ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"><li>• Demonstrated commitment to the Catholic Faith with an ability to articulate the Church's mission in Catholic Education.</li><li>• Support the Sandhurst Catholic Ethos and Framework to serve the students enrolled within the system.</li></ul>

	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Hold a current Victorian Working with Children Check or Victorian Institute of Teaching (VIT) registration.</li> <li>• Ability to demonstrate an understanding of appropriate behaviours when engaging with children.</li> <li>• Knowledge and understanding of the requirements of the Child Safety Standards with a relevance to creating cultural safety for Aboriginal and Torres Strait Islander students and families.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Well-developed interpersonal skills including consultation and collaboration with other professionals and key stakeholders such as the CECV Senior Speech Pathologists and relevant tertiary institutions.</li> <li>• The capacity to communicate effectively and maintain strong working relationships with CES Ltd staff, principals, teachers, school communities.</li> <li>• Strong written communication and ICT skills.</li> <li>• Sound organisational and administrative skills including budgeting.</li> <li>• Ability to work well autonomously as well as within a team environment.</li> </ul>
<b>Desirable</b>	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• The ability to coach and provide adult learning.</li> <li>• Highly developed research and analytical skills including the interpretation of data</li> </ul>