



Position Description

Position Title	Speech Pathology Allied Health Assistant
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
Location	Bendigo
Enterprise Agreement	Catholic Education Multi-Enterprise Agreement 2022
Classification	Level 2 CEO Admin
FTE	By negotiation
Status	12 months Fixed Term
Reports to	Senior Speech Pathologist

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 3 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 Victorian Catholic Education Authority (VCEA), 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 Executive Director 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 Executive Director 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 and parishes, stimulating, enriching, liberating, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities.

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, a pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

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 110 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 Executive Director of Catholic Education Sandhurst Limited (CES Ltd) 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
- 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

This position supports the vision and mission of the Catholic Education Sandhurst Limited (CES Ltd) through the provision of Educational Speech Pathology services to school communities with delegation of tasks by the supervising Speech Pathologist to the Allied Health Assistant (AHA). Delegation of speech pathology tasks to AHAs will occur in the context of the relevant clinical governance framework.

AHA's may be used by the speech pathology team to support delivery of specific speech pathology interventions (i.e., therapy), relevant to the scope of practice within the school setting (delegated care).

As an AHA with CES Ltd you will be supported to assist with provision of speech pathology services to school aged students, and the school based Learning Support Officers, within the school setting.

You will undertake delegated clinical and non-clinical tasks within a best practice framework.

Key relationships include the CES Ltd Senior Speech Pathologist and supervising Speech Pathologist for professional support and guidance and other speech pathologists for collaboration.

Key Responsibilities

Speech Pathology Services	<ul style="list-style-type: none">• Implement intervention plans within the school setting that have been devised by the supervising Speech Pathologist.• Deliver 1:1 and small group intervention sessions within the school setting using goals and activities developed by the supervising Speech Pathologist.• Development of intervention materials and resources as directed by the supervising Speech Pathologist.• Liaising with the Inclusive Education team and school staff to facilitate the student's needs as required.
Professional Development	<ul style="list-style-type: none">• Engage in continuing education and professional development activities relating to Speech Pathology and Education and abide by Speech Pathology Australia's Code of Ethics (2020).
Record Keeping	<ul style="list-style-type: none">• Maintain student files and other necessary documentation according to CES Ltd administration protocols.• Record outcomes of sessions in line with organisational policy and liaise with supervising Speech Pathologist regarding adjustments for subsequent sessions.• Effective and efficient use of organisational information management system.
Working within a Multi-disciplinary team	<ul style="list-style-type: none">• Contribute and actively participate in relevant team-based processes and projects.

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.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Enrolled in current tertiary education to gain formal qualifications in Speech Pathology and/or completion of certificate 4 in Allied Health Assistance. • A current unrestricted Victorian Drivers Licence. • A valid working with children check or VIT registration.
	Knowledge and Experience	<ul style="list-style-type: none"> • Demonstrated understanding of the role of speech pathology in schools and how the Allied Health Assistant role supports this. • Understanding of, and willingness to undertake relevant and specific training required for the role . • Commitment to operating within CES Ltd ethical guidelines and all relevant legislation and legal constraints. • Demonstrated experience and competence in Allied Health Assistant role or similar would be highly regarded
	Commitment to Catholic Education	<ul style="list-style-type: none"> • An understanding of and willingness to work within the Catholic Ethos.
	Skills and Attributes	<ul style="list-style-type: none"> • High level of interpersonal, communication and time management skills. • Ability to work autonomously and as part of a team. • Sound ICT and administrative skills. • Ability to work without close supervision and to act independently where appropriate. • Demonstrated commitment to liaising effectively and working in partnership with team members and schools.