

Position Description

Occupational Therapist

Purpose of position	The Occupational Therapist will work with a team of teachers and allied health staff as part of the College Learning Diversity Program helping students to participate in school activities. The Occupational Therapist will fully understand Child Safety requirements at the College and will ensure that all elements of the role promote the safety, wellbeing and inclusion of all children.
Staff Team	Learning Diversity
Reporting to	Learning Diversity Leaders
Location	Marymede Catholic College: - 60 Williamsons Road, South Morang
Classification	Education Support Employee Level 4, Category C
Salary and benefits	- Salary as per Victorian Catholic Education Multi Enterprise Agreement 2018 - Significant opportunities for professional learning - Salary range (at time of advertisement): \$83,113 - \$94,670 pro rata
Commencement date	27 January 2023
Employment conditions	- Part Time (1 day per week, 0.2 FTE) - Ongoing position The successful applicant will be subject to a satisfactory National Police Record Check and Employee Working with Children Check <i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i>
Qualifications and experience	Tertiary qualification in Occupational Therapy Relevant experience in a school environment an advantage Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.

Key duties and responsibilities

- Conduct assessments for the identification of student needs and the provision of occupational therapy services
- Collaborate with Learning Diversity staff to ensure student needs are known and appropriately catered for
- Provide specialised occupational therapy services for students that enhance student learning outcomes
- Create, support and run targeted interventions for students
- Collaborate with teaching staff on the design and implementation of adjustments and modifications to the curriculum
- Maintain records of services provided to students that are compliant with the NCCD processes of the College
- Provide advice to teachers relating to learning program development and assessment
- Provide professional learning for teachers to assist with the enhancement of student learning
- Attend Program Support Group Meetings (PSGs)
- Support teachers with applications for programs to support student learning
- Maintain students' files and keep necessary records, observing the requirements both of access and privacy, preserving confidentiality and discretion in relation to staff and students
- Assist teachers in the preparation of Personal Learning Plans
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Demonstrated high level interpersonal and communication skills, with a proven ability to consult, counsel and liaise with a wide range of people from culturally diverse backgrounds
- Demonstrated ability to manage a case-load in an efficient and effective manner
- Ability to offer advice for teachers and provide training and professional learning for teachers
- Advanced understanding of relevant assessments and interventions
- Clear and effective written and verbal communication skills
- Strong attention to detail and ability to keep accurate data of service
- Ability to work autonomously as well as part of a team
- Ability to handle sensitive and confidential information appropriately
- Ability to plan effectively, meet deadlines and manage competing priorities
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Position description updated:

October 2022