



Role Description

Title	Senior Advisor - Occupational Therapy Services	Location	Toowoomba Catholic Schools Office
Reports to	Manager - Inclusive Education	Classification	Professional Officer Level 5
Directorate	Education Services	Tenure	Fixed Term

1. Purpose

The purpose of this role is to provide professional oversight of occupational therapy services and practices across the Toowoomba Catholic Schools (TCS) system, within the Education Services Directorate and includes the delivery of occupational therapy services to students and families. The position is responsible for implementing a new model of service delivery across the Diocese.

The Education Services Directorate (ESD) provides key system level direction, authoritative advice and support to Toowoomba Catholic Schools (TCS) for the implementation of sustainable school improvement in student educational achievement at the system and school levels.

The focus will be on

- Investment in lifting teacher capacity
- Leadership and whole school approaches
- Effective use of student outcome data
- Delivery of quality occupational therapy services to Diocesan schools
- Provision of leadership, specialised advice and professional support in occupational therapy as part of the teaching and learning directorate team

2. Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith
- relevant tertiary qualification in Occupational Therapy and a minimum of 5 years' experience in a similar role
- Current registration, or ability to gain registration, to practice as an occupational therapist with the Occupational Therapy Board of Australia
- Familiar and competent with assessment and intervention in the area of educationally relevant paediatric occupational therapy support
- Effective relationship building and influencing skills
- Desire and willingness to provide services to rural and remote school communities
- Advanced interpersonal and communication skills

- demonstrated experience working with the Microsoft suite of products, including Office 365
- effective relationship building and influencing skills
- a current class C driver licence and the willingness to travel
- a current working with children check (blue card), or the willingness and ability to obtain one prior to commencement

Desirable

- Coaching and/or leadership experience
- Demonstrated experience within an educational setting

3. Key result areas

- 3.1** contributes to and promotes the development, alignment, attainment and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS) and the Education Services Directorate Strategy
- 3.2** work collaboratively with members of the ESD and other relevant key role holders to develop and deliver policy and strategic directions in occupational therapy for TCS within the broader context of the ESD Strategy
- 3.3** design, develop and provide a range of professional learning resources, based on a coaching model, to support schools in occupational therapy services and practice
- 3.4** work collaboratively with members of the TCS and other relevant key role holders to develop an overview of occupational therapy service provision for TCS schools within the broader context of the ESD Strategy
- 3.5** provide expert advice in inclusive occupational therapy and related professional issues within the ESD and schools based on contemporary research, system and school data and through professional relationships with relevant experts and associations
- 3.6** identify the occupational performance needs of students, work collaboratively with school learning support teams to develop appropriate intervention responses able to be contextualised within an educational setting
- 3.7** contribute to the development of a professional learning community in the ESD fulfilling reporting and other accountabilities as required
- 3.8** collaborate and communicate with other members of the ESD and the members of the other directorates within TCS to ensure that high professional standards are met
- 3.9** work collaboratively in support of the Education Services Directorate Strategy to develop programs which maximise educational outcomes for students identified with occupational performance difficulties and provide professional learning for support teams in alignment with 21st Century research and data
- 3.10** complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4. Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

6.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties Statement

Senior Advisor - Occupational Therapy Services

3.1 Contribute to and promote the development, alignment, attainment and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)

- contribute as a member of the TLD to achieve the strategies set out in the TLD Strategy and the TCS Strategic Plan
- attend professional development as appropriate
- document and report on the progress of initiatives in the TLD Strategy and the TCS Strategic Plan as required

3.2 Work collaboratively with members of the TLD and other relevant key role holders to develop and deliver policy and strategic directions in occupational therapy for TCS within the broader context of the TLD Strategy

- provide and share research on contemporary approaches to occupational therapy services to build understanding across TCS
- synthesise research, student learning data and effective evidence-based practices and contribute to occupational therapy services policy and practice development and implementation
- provide professional learning that incorporates shared vision and beliefs of contemporary approaches to occupational therapy services
- contribute to the implementation of occupational therapy services and strategies in schools, particularly through the use of coaching

3.3 Design, develop and provide a range of professional learning resources, based on a coaching model, to support schools in occupational therapy services and practice

- produce resources using a range of media to support the professional learning of Learning Support Teachers, Education Officers and other relevant personnel in occupational therapy services and practice
- make resources accessible through the Learning Management System
- provide professional learning that incorporates shared vision and beliefs of contemporary approaches to occupational therapy intervention within an educational context

3.4 Work collaboratively with members of the TCS and other relevant key role holders to develop an overview of occupational therapy service provision for TCS schools within the broader context of the TLD Strategy

- provide professional leadership and support for TCS occupational therapy services
- provide professional support and advice to relevant personnel
- implement a new model of service delivery

3.5 Provide expert advice in inclusive occupational therapy and related professional issues within the TLD and schools based on contemporary research, system and school data and through professional relationships with relevant experts and associations

- establish and maintain professional relationships with key occupational therapy paediatric services in other sectors and associations
- provide advice on implementing, reviewing and understanding effective occupational therapy services
- provide advice, information and professional support to relevant TCS personnel in relation to use of current research, and system and school data to inform and guide the future development of occupational therapy services

3.6 Identify the occupational performance needs of students, work collaboratively with school learning support teams to develop appropriate intervention responses able to be contextualised within an educational setting

- prioritise building the capacity of school learning support teams to implement appropriate first stage screening and assessment protocols aimed at identifying students with occupational performance needs
- assess targeted students identified in the screening to develop appropriate school-based intervention responses
- build capacity of school learning support teams to review student improvement

3.7 Contribute to the development of a professional learning community in the TLD fulfilling reporting and other accountabilities as required

- participate in TLD team meetings, planning and reporting processes
- participate in professional knowledge management and sharing, particularly research on effective occupational therapy services

3.8 Collaborate and communicate with other members of the ESD and the members of the other directorates within TCS to ensure that high professional standards are met

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks with internal and external stakeholders and work collaboratively with stakeholders

3.9 Work collaboratively in support of the Education Services Directorate Strategy to develop programs which maximise educational outcomes for students identified with occupational performance difficulties and provide professional learning for support teams in alignment with 21st Century research and data

- contribute as a member of the Education Services directorate to achieve the strategies set out in the TCS Strategic Plan and integrated strategies
- participate fully in annual goal setting, monitoring and review of performance in collaboration with the Senior Advisor - Occupational Therapy Services
- attend professional development and team days as appropriate
- document and report on the progress of initiatives in the TCS Strategic Plan and integrated strategies as required

3.10 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- the employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement
- any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment