



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: Permanent, Part time

1. Purpose

The purpose of this role is to deliver an education model of occupational therapy services to school staff and students. The role includes delivery of services to some rural and remote schools. It focuses on maximising learning outcomes through accessing the curriculum and participating in all areas of school life for students with occupational performance difficulties. Your focus is to support students to achieve their potential using evidence-based contemporary occupational therapy knowledge and frameworks to assist schools to identify and make reasonable adjustments and use inclusive teaching strategies.

The role holder will provide professional oversight and leadership of occupational therapy services and practices across the Toowoomba Catholic Schools (TCS) system, within the Education Services Directorate.

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 the Occupational Therapy field
- current registration, or ability to gain registration, to practice as an Occupational Therapist with the Occupational Therapy Board of Australia
- familiarity and competence 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
- demonstrated experience working with the Microsoft suite of products, including Office 365
- a current Class C driver licence and the willingness to travel

Desirable

- coaching and/or leadership experience
- demonstrated experience within an educational setting

3. Key result areas

- 3.1 work collaboratively with members of the Education Services directorate and other key relevant role holders to develop and deliver policy and strategic directions in occupational therapy for Toowoomba Catholic Schools (TCS)

- 3.2 design, develop and provide a range of professional learning resources, based on a coaching model, to support schools in occupational therapy services and practice
- 3.3 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
- 3.4 provide expert advice in inclusive occupational therapy and related professional issues within the Education Services directorate and schools based on contemporary research, system and school data and through professional relationships with relevant experts and associations
- 3.5 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
- 3.6 contribute to the development of a professional learning community in the Education Services directorate fulfilling reporting and other accountabilities as required
- 3.7 collaborate and communicate with others to ensure that high professional standards are met
- 3.8 contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.9 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.

5. 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 work collaboratively with members of the Education Services directorate and other key relevant role holders to develop and deliver policy and strategic directions in occupational therapy for TCS

- 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

3.2 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 practices
- 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

3.3 Work collaboratively with members of the TCS and other key role holders to develop an overview of occupational therapy service provision for TCS

- provide professional leadership and support for TCS occupational therapy services
- provide professional support and advice to relevant personnel

3.4 Provide expert advice in inclusive occupational therapy and related professional issues within the Education Services directorate 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 the use of current research, and system and school data to inform and guide the future development of occupational therapy services

3.5 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

3.6 contribute to the development of a professional learning community in the Education Services directorate fulfilling reporting and other accountabilities as required

- participate in Education Services team meetings, planning and reporting processes
- participate in professional knowledge management and sharing, particularly in research on effective occupational therapy services
- provide professional support and advice to relevant personnel

3.7 collaborate and communicate with others 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

3.8 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 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 Manager: Inclusive Education
- 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

3.9 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