Melbourne Archdiocese
Catholic Schools

Penola Catholic College
Position Description

Penola
CATHOLIC COLLEGE
EST. 1995

Position Title	Occupational Therapist
Classification	Education Support Category B Level 4 (School Terms only) $86 659 - $98 708 plus superannuation
Employment Status	Ongoing Full Time
Reports to	Principal through Learning Diversity Leader(s)

About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,400 students.

Penola Catholic College is a community of students, parents and staff guided by the teachings of Jesus Christ and inspired by the example of Saint Mary of the Cross MacKillop. Enlightened by the Gospel values of Faith, Love, Hope and Compassion, we strive to provide a holistic education which meets the needs and develops the gifts of each student. As a community we recognise that this is best achieved in a welcoming environment with a commitment to justice, service and collaboration.

Position Objective

The role involves working closely with teaching staff, Learning Diversity Leaders and Student Wellbeing Leaders to ensure that students with additional needs receive the necessary support to learn and achieve their full potential including developing, planning and implementing a learning program for students.

Under broad direction, the Occupational Therapist supports school leadership in determining priorities and practices, through the application of specialist professional knowledge, skills and expertise to develop operational strategies and policy to enhance student safety and wellbeing and facilitate successful learning.

The role will also foster a positive and motivated team environment, providing guidance and encouragement to help team members fulfill both individual and collective responsibilities.

The ideal candidate will demonstrate professionalism and maintain confidentiality regarding sensitive information encountered in the role, ensuring a respectful and ethical approach to all responsibilities.

Responsibilities and Accountabilities

- Provide specialist services to students in area of expertise including conducting and interpreting discipline-specific assessments and evaluations to identify student needs, with the provision of feedback, recommendations and strategy implementation support.
- Collaborate with teaching staff and the leadership team in the development of programs and interventions to be used by educators, other professionals and paraprofessionals.
- Provide advice to teachers relating to learning program development and assessment related to individual student needs, classroom interventions, program development etc.
- Manage the occupational therapy services of the school including preparing and maintaining accurate case notes, files and reports and associated interventions to fulfil professional obligations, noting that information and documentation is stored securely and confidentially and remains the property of the school and must be fully available to authorised personnel at all times.

- Prepare and provide written submissions and reports as required.
- Identify and apply evidence-based interventions, individually or to small groups of students with disability, maintaining a high standard of confidentiality, record keeping and documentation of case notes and associated information.
- Establish, implement, evaluate, and maintain a high standard of systems relevant to area of expertise to ensure delivery of a high professional service.
- Manage all aspects of work requirements and associated responsibilities to ensure delivery of a timely, responsive. and professional specialist service.
- Attend Program Support Group Meetings (PSGs) as required
- Assist in Transition processes of new students with additional needs, as required
- Participate in Case Management Teams to support students with significant needs
- Liaise and collaborate with teachers, education support officers, other professionals, agencies and families to deliver holistic services.
- Provide correspondence, reports etc as required for the employer, families, mental health practitioners and Government and community agencies, maintaining effective records at all times.
- Maintain confidentiality as required, being cognisant of the school's legal and moral duty of care.
- Maintain appropriate, continuous professional knowledge by attending professional development and actively participating in relevant network/professional groups.
- Actively and positively engage in school programs, activities, events, required training and regular professional reviews.
- Demonstrate an understanding of child safety and understanding of appropriate behaviours when engaging with children.
- Be personable and pastoral in all interactions with staff, parents and students by establishing a natural rapport with people.
- Hold a current Working with Children Check and Police Record Check.
- Tertiary Qualification in Occupational Therapy and fully registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- Complete other duties as requested by the Principal

Additional Information

Annual Review Meetings

An Annual Review will be held during the year by the Business Manager and will consider the following aspects of the role:

- Delivering results
- Problem solving
- Functional knowledge and skills
- Service to others / customer focus
- Building trust
- Collaboration
- Communication
- Taking initiative

Meetings

Attend staff meetings and other meetings as required.

Professional Learning

Relevant professional learning can be accessed with the approval of the Learning Diversity Leader and/or Business Manager.

Employee Obligations

Policies

All staff are employed under and abide by the *Catholic Education Multi Enterprise Agreement (CEMEA) 2022* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.
Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.