**Mary MacKillop**

**Catholic Regional College**

**Position Description**

**Occupational Therapist**

**Position Title:** Occupational Therapist

**Reports to**: Director of Learning, Pedagogy and Innovation and Learning Adjustment Leader

**Work area**: Administration Centre

**Classification**: Education Support Employee, Level 4 Category C

Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022.

**FTE & Hours of Work:** 0.4 (15 hours 12 minutes)

Either two days 8:30am to 4.36pm (including a 30-minute unpaid lunch break) or by mutual agreement.

Mary MacKillop Catholic Regional College (MMCRC) is a Catholic Coeducational Secondary College inspired by the spirit of St Mary of the Cross MacKillop. The College was established in 1986 and currently serves approximately 560 students from Years 7 to 12 from the South Gippsland and Bass Coast Shires.

Mary MacKillop Catholic Regional College is an innovative and contemporary learning and faith filled community. Set on approximately 25 hectares of beautiful gardens and playing fields with exceptional facilities. We offer a vibrant curriculum and well-established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We are responsive and celebrate the diversity and potential of individuals. Every member of our community is supported in the pursuit of being their best.

The Occupational Therapist will work with a team of teachers and Learning Enhancement personnel in the area of student support. 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.

**Child Safety**

Mary MacKillop Catholic Regional College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community. Accordingly, the Occupational Therapist must:

* Be familiar with and comply with the school's Child Safety and Wellbeing Policy and Code of Conduct, and any other policies or procedures relating to child safety:
* 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: and
* Hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

| **STATEMENT OF DUTIES (NON-TEACHING)** |
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| **Key Duties** | * Conduct assessments for the identification of student needs and the provision of occupational therapy services
* Provide specialised occupational therapy services for students that enhance student learning outcomes
* Collaborate with teaching staff on the design and implementation of the literacy curriculum
* Maintain records of services provided to students
* 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.
* Complete other duties as requested by the Principal
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| **Child Safety** | * Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety;
* Assist in the provision of a child-safe environment for students; and
* Demonstrate duty of care to students in relation to their physical and mental wellbeing.
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| **Professional Development** | * Commit to ongoing professional development in your area of work;
* Be open to researching areas of interest relevant to directions provided in the school’s strategic plan;
* Continue development of ICT skills as technologies evolve; and
* Be an active member of a relevant professional association as duties permit
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| **General Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures;
* Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal;
* Demonstrate professional and collegiate relationships with colleagues; and
* Other duties as directed by the Principal.
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| **Organisational Relationships** | Reports to: Director of Learning, Pedagogy and Engagement and Learning Adjustment Leader.Direct Reports: Nil Internal Liaisons: Learning Support Team, Learning and Teaching Team, Wellbeing Team, Teaching staff and students.External Liaisons: DOSCEL and other relevant external providers |
| **Skills, Experience & Knowledge** | * Relevant and APRHA-recognised degree in a Bachelor of Occupational Therapy or equivalent
* Hold a full registration with APHRA
* Experience in the adolescent population and mental health field
* 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
* Proficiency in the use of the Microsoft Office suite of products and computer systems
* Demonstrated ability to manage a caseload in an efficient and effective manner
* Advanced understanding of relevant assessments and interventions
* Demonstrated ability to negotiate and resolve sensitive issues in a confidential manner
* 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
* Capacity for a high level of discretion and professional judgement
* Well-developed organisational skills with the ability to manage competing priorities
* Commitment to Occupational Health and Safety
* Understanding of and capacity to follow relevant College policy and government legislation e.g. Privacy Law
* An understanding of and commitment to Catholic education
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