

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced	
Group: Schools	Effective Date of Document 4 October 2017	
Region: Education Regions		
School: Language Development Centres		

THIS POSITION

Title: Support Officer, Speech and Language

Classification: Level 5

Position No: Generic

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Regional Executive Director

LEVEL: Various

POSITION NUMBER: Various

TITLE: Principal Primary School – Language Development Centre

LEVEL: Admin 5

POSITION NUMBER: Various

This position and the positions of:

Title	Level	Position Number
Various		

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Support Officer, Speech and Language	Level 5	Generic	4 October 2017

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing Secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

The Statewide Speech and Language Outreach Service is located within the four metropolitan Language Development Centres as well as in some regional locations. The Service supports other schools and regions with strategic initiatives to enable them to cater more effectively in mainstream settings for students with speech and language impairments/difficulties. The Service also works across agencies to optimise the integration of speech and language services.

Further context about the particular centre in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the centre name in the *Find a School* field.

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Support Officer, Speech and Language	Level 5	Generic	4 October 2017

ROLE

The Support Officer, Speech and Language:

- provides consultancy and professional learning to Regional and school communities in the area of speech, language and literacy development
- supports policy and procedures for the identification, referral and educational planning for students with speech and language needs
- provides professional support to Regional teams and classroom teachers on identification, referral and educational planning for students with speech and language needs
- works with individual Regions to determine their requirements in establishing and implementing inter-agency agreements
- identifies and promotes local expertise and successful models of service delivery
- brokers access to a range of professional services in response to Regional and school needs
- facilitates coordinated interagency services at the Regional level
- develops professional tools to identify, assess, monitor and program for students with speech and language needs
- undertakes other duties as assigned by the Principal Primary School – Language Development Centre.

OUTCOMES

1. Inter-agency collaboration and local community partnerships are in place to facilitate early identification and intervention for students with speech and language needs.
2. Systematic speech, language and literacy programs to address student, school and Regional needs are developed, implemented and reviewed.
3. Statewide services and Regional teams are supported with:
 - assessment and referral
 - individualised student education planning
 - facilitating access to appropriate services
 - coordinating access to inter-agency initiatives
 - lesson programming and transition for students with speech and language needs.
4. Learning outcomes for students with speech and language needs are maximised by the development and implementation of classroom strategies that take into account individual student educational, behavioural and psychosocial needs.
5. Appropriate tools and resources are reviewed, trialled, and/or developed to assist teachers to identify and program for students with speech and language needs.
6. Models of successful practice, support and service for students with speech and language needs are identified and promoted.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated knowledge and understanding of issues relating to speech and/or language and learning outcomes.
2. Demonstrated ability to develop, implement, monitor and review the delivery of professional support in language and literacy development.
3. Demonstrated negotiation, consultation and interpersonal skills with proven ability in working collaboratively and maintaining effective working relationships with a range of people across settings.
4. Demonstrated highly developed written and oral communication skills, including effective facilitation skills and the ability to prepare professional tools.
5. Demonstrated well developed research, conceptual and analytical skills, including the ability to identify issues, devise plans and apply strategies to address them.

ELIGIBILITY

Employees will be required to:

- hold a recognised qualification in teaching and/or professional qualifications in a relevant area (eg Speech Pathology);
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 4 October 2017
TRIM REF # D17/0402706