

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

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

<b>THIS POSITION</b>	
<b>Title:</b>	Speech and Language Officer
<b>Classification:</b>	Specified Calling Level 1
<b>Position No:</b>	Generic
<b>Positions under direct responsibility:</b> Nil	

<b>REPORTING RELATIONSHIPS</b>		
<b>TITLE:</b>	Regional Executive Director	
<b>LEVEL:</b>	Various	
<b>POSITION NUMBER:</b>	Various	
<b>TITLE:</b>	Principal	
<b>LEVEL:</b>	Various	
<b>POSITION NUMBER:</b>	Various	
<b>This position and the positions of:</b>		
<b>Title</b>	<b>Level</b>	<b>Position Number</b>
Various		

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Speech and Language Officer	Specified Calling Level 1	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 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.

TITLE Speech and Language Officer	CLASSIFICATION Specified Calling Level 1	POSITION NO Generic	EFFECTIVE DATE 4 October 2017
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## ROLE

The Speech and Language Officer develops and supports the implementation of specialised language/literacy programs for students with identified speech, language and literacy difficulties/impairments.

The Speech and Language Officer:

- provides specialised speech and language services and support to students with speech, language and literacy impairments
- assesses, monitors and reviews students' speech and language/literacy development
- prepares and maintains student speech and language/literacy records and reports
- communicates student progress to teachers, family and other stakeholders
- works collaboratively in inter-disciplinary teams to plan and implement educational programs for language/literacy impaired students
- provides specialist information and advice to teachers, education assistants, parents, and other professionals in the area of speech, language and literacy impairments
- participates as a member of the Placement Team considering students' entry and exit
- collaborates with schools and internal and external service providers regarding language/literacy programs and service provision
- participates in projects and research activities on language/literacy development
- participates in professional learning activities and liaises with organisations and research institutions to maintain and develop professional, up to date knowledge and skills
- supports university speech pathology students on placement.

## OUTCOMES

1. Specialised speech and language/literacy programs are implemented in collaboration with teachers, support staff and parents.
2. Student speech and language/literacy development is assessed, monitored, evaluated, reported on and communicated to teachers, parents and other personnel.
3. Outcomes for students with speech and language impairment are maximised through the implementation of educational programs that take into account individual student language, educational, behavioural and psychosocial needs.
4. Teachers, support staff and parents are provided with up to date information on speech, language and literacy development, and contemporary research trends.
5. Liaison with other Language Development Centres, organisations and professionals is maintained to ensure consistency of services, programs and operational planning, and access to the latest research in speech, language, and literacy development.

TITLE Speech and Language Officer	CLASSIFICATION Specified Calling Level 1	POSITION NO Generic	EFFECTIVE DATE 4 October 2017
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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 ability to provide specialised speech and language services and support to students with speech and language impairments and knowledge of the latest trends and research in speech and language development.
2. Demonstrated ability to monitor and evaluate language impaired students' progress both individually and in the context of language/literacy programs.
3. Demonstrated ability to plan, implement, monitor and review speech and language programs.
4. Demonstrated well-developed interpersonal skills which demonstrate an ability to function in a self-directed way, and as a member of an inter-disciplinary team in an educational and/or community setting.
5. Demonstrated well-developed oral and written communication skills, including the ability to prepare reports.

## ELIGIBILITY

Employees will be required to:

- hold a Bachelor of Applied Science (Speech Pathology) qualification and eligibility for membership of Speech Pathology Australia;
- 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 # D17/0419615**