

Matthew Arnold School - Job description

Job description

Job title:	Key Support Worker - Braille	Team:	Learning Support Team
Reporting to:	SENCO	Contract:	Term time (including Inset Days)
Grade:	6	Hours/week	32

Main purpose of the role

This is a student- intervention based role, to support a student with Visual Impairment as identified in their Education, Health and Care Plan. The role requires use of advanced levels of knowledge and skills when planning, delivering and monitoring in class and intervention support.

Principal responsibilities

In order to raise outcomes for this student with visual impairment, typical duties are:

- Coordinating and deploying support with teaching staff and the student, to include support to manage learning environment and curriculum
- Liaison with external agencies and school to promote and increase outcomes in the classroom
- Liaise with student and family to ensure attendance at school
- Meet and greet student before lessons
- Observe behaviour in lessons and create interventions to support staff and student to achieve outcomes
- Work with student both inside and outside the classroom, which involves delivering subject interventions for 1:1 support, for example at any times when the student cannot access the classroom
- Plan with and support classroom teachers to motivate the student's learning by developing and promoting appropriate strategies and resources to support them in reaching their targets
- Support student to improve study and organisational skills including liaising with teachers to provide lesson outlines for the following week to limit anxiety for the student
- Attendance at professionals' planning and training meetings, six times a year
- Encourage student to be positive, confident and an independent learner through differentiation and support provided

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- Carry out other duties relating to the core purpose of this job specification as required

For all staff

You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

Matthew Arnold School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to enhanced DBS checking.

Person specification

Key Support Worker -Braille Grade 6

Education:

1. Level 3 qualification (A Level or equivalent) and 9-5 A*-C or equivalent in at least English, mathematics and science.

Experience / knowledge:

2. Demonstrable success of working with teenagers in school in a learning support role, preferably as a Learning Support Assistant or similar.

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3. Proven success of working collaboratively and effectively as a member of a Special Educational Needs and Disability (SEN/D) team, or similar.

4. Specialist knowledge / experience of Visual Impairment and Braille.

Skills and abilities:

5. A desire to assist students with special educational needs or disabilities to achieve their potential

6. A desire to develop further skills and knowledge in oneself and others needed to support students in class and in interventions.

7. Care and attention to detail and a methodical approach, including good communication skills.

8. Be reliable, positive, enthusiastic and proactive.

9. Demonstrate use of initiative and the ability to negotiate sensitively in order to complete tasks efficiently.

10. Good organisation skills and personal time management skills to work flexibly as a team member.

11. Confidence to assess situations and respond when no source of immediate advice is at hand.

12. An interest in the education of young people in general and in the wider life of a secondary school.

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