

JOB DESCRIPTION

JOB TITLE:	Specialist Learning Support Assistant for Children and Young people with visual impairment
REPORTS TO:	Lead specialist teacher/ Head of Service//SENCO/ Head Teacher.
SUPERVISES:	Not Applicable
BAND/LEVEL:	Band B

JOB PURPOSE

To provide direct and indirect support for students with vision impairment based at St.Clere's School.

KEY CORPORATE ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL ACCOUNTABILITIES

- To liaise between the student, tutor and peer group to facilitate successful integration
- To liaise closely with teaching staff regarding the delivery of the course, advising as appropriate on the modification and differentiation of the learning environment, materials and delivery styles.
- To provide direct support for all Sensory Service students during activities outside the classroom, including for example residential trips, travel training, visits.
- Assesses the needs of each individual learner and then negotiates with the mainstream teaching staff to plan the most appropriate ways of supporting learning.
- To support the delivery of awareness-raising programmes both formally and informally
- To assist in the preparation of learning materials including the modification and preparing learning materials, transcription of videos, appropriate to the needs of specific learners
- To keep up-to-date records and notes relevant to students' progress and to provide, when required, written information about student progress and in particular about support issues
- To continue to develop a range of communication skills and strategies, including skill in using Braille.
- To provide appropriate support to students during examinations and assessments, according to guidelines issued by the awarding bodies.
- To keep abreast of issues concerning the education of VI students and Further and Adult Education, undertaking training and professional updating as appropriate. +
- To contribute to the student review procedure as requested.
- To attend regular team meetings as required.

- To work effectively as a member of the service team, maintaining team confidentiality and feeding back as appropriate.

GENERAL RESPONSABILITIES

- To provide effective support to students in the VI resource bases allowing them to access the curriculum fully.
- To observe all school policies / procedures / working practices / regulations and in particular to comply with the school's Equality and Diversity Policy, Health and Safety Policy, Financial Regulations, Safeguarding Policy and the Code of Conduct.
- To undertake appropriate training and staff development
- Be involved in extra curricular activities, (e.g. clubs, activities, trips, open days, presentation evenings).

Note: This Job Description provides an overview of the principal accountabilities of the post and accountabilities will include but will not be limited to those detailed. It is anticipated that the content of roles will evolve and change over time and such the balance of duties within the job description will change within the broad remit of the post. This Job Description does not form part of your contract of employment.

PERSON SPECIFICATION Communication Support	Essential / Desirable
Educational Qualifications 1. GCSE English (Language and Literature) Grade C or above 2. GCSE Maths Grade C/4 or above	E E
Experience 6. Supporting children and young people with a vision impairment 7. Of working in an educational environment 8. Of the reading and writing Braille code	D D D
Knowledge 10. Of the differing communication/accessibility needs of vision impaired young people 11. Of language and/or accessibility difficulties faced by vision impaired people 12. Of a variety of technical aids available to vision impaired people 13. Of current issues affecting the vision impaired individuals and community	D D D D
Skills 14. Excellent Communication skills 15. Able to work as part of a team under guidance 16. Able to liaise in an appropriate manner with colleagues 17. Able to empathise with student needs 18. Able to demonstrate flexibility in the work situation 19. Full driving license, with use of car for work	E E E E E D
Personal qualities 20. An ability to empathise with Learners individual needs 21. A considerate tolerant approach 22. A commitment to ensuring equal opportunities	E E E
Equal opportunities 23. To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.	E



**ST. CLERE'S
SCHOOL**



Osborne
Co-operative Academy Trust