

Toynbee School

**Bodycoats Road
Chandlers Ford
Eastleigh
Hampshire
S053 2PL**

**Appointment
of
Learning Support Assistant
(Visual Impairment Resource)**

Grade B

Contact Details:

Tel: 023 80269026
Email: recruitment@toynbee.hants.sch.uk
Website: www.toynbee.hants.sch.uk

APPLICATION DETAILS

I have enclosed with this pack the following details:

- A job description/role profile
- School details

An application form (support staff) is available to download from Toynbee School website. See link below:
www.toynbee.hants.sch.uk/vacancies.php

Employment Checks

Employment checks will be undertaken to establish positive outcomes in the following areas dependant upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check (previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

Equal Opportunities Statement

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

Job Description

POST: Learning Support Assistant (Visual Impairment Resource)

RESPONSIBLE TO: Head of VI Resource

GRADE: B

Applicants will need to be able to demonstrate resilience, initiative, patience and a passion for working with and assisting young people with a vision impairment to learn and achieve their full potential within the mainstream secondary school.

There will be good opportunities for personal progression and **previous experience is not essential, as full training will be given in all aspects of this role.**

The VI Learning Support Assistant is required to:

1. Provide support for pupils with a vision impairment within the classroom. **Full training will be given.**
2. Prepare/modify resources for pupils with a vision impairment and **full training will be given on this** which will include:
 - the modification of large print materials using Microsoft Office software within a specific subject area, designed to meet individual needs and in co-operation with the subject and specialist teachers of the vision impaired
 - Adapt diagrams for large print and tactile users.
 - Re-align original text for photocopy enlargement
 - Modify text to braille (**once training has been completed**)
3. Support the social and emotional development of pupils with a vision impairment
4. Assist and support pupils with a vision impairment to fully integrate into a mainstream secondary school
5. **Candidates must have proven literacy and numeracy skills, equivalent to GCSE grade C and above.**
6. Be a **strong team player** as a member of an established support team, working towards the full integration of pupils with a vision impairment.
7. Work independently and with initiative.
8. Work alongside the class teacher in the support of pupil(s) with a vision impairment.
9. Support in alternative study periods/curricular activities for individual pupils, in the development of their whole school independence, helping to raise standards of achievement.
10. Occasionally support pupils with a vision impairment on out-of-hours educational visits, sporting locations etc.
11. Invigilate internal and external exams under the JCQ examination guidelines. **Full training will be given on this.**
12. Be professionally discrete and able to respect confidentiality on all issues.
13. Have a professional and positive attitude at all times.
14. Have good communication skills and able to clarify and explain instructions clearly.
15. Understand the implications of individual pupil's vision impairment.
16. Have well-developed interpersonal skills and a sense of humour to support positive working relationships within the school environment.
17. Support individual pupils in the development to achieve their personal best and have the ability to motivate and encourage pupils appropriately, whilst adhering to the professional approach.
18. Provide written contributions for reports, PIPs (Personalised Information Plan) and EHCP (Education and Health Care Plan) reviews. **Full training will be given on this.**
19. Provide on-going feedback to the Manager of the Resource for effective support of individuals.
20. Assist in the keeping of records and the maintenance of materials and equipment.
21. Attend weekly VI Team Meetings, full staff meetings and Curriculum Team Meetings when necessary.
22. Undertake any duties, which may reasonably be regarded as within the duties of the post as defined.

The VILSA will be given the opportunity to develop specific skills in an identified area of the curriculum. There will be an opportunity should you wish to learn Braille and acquire a qualification.

Training will be ongoing and there will be many opportunities to increase personal knowledge and professional development in the education and social and emotional support of pupils with a vision impairment, to achieve their full potential within a mainstream school setting.

Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be the Learning Support Assistant at Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in 2015 and 2019, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Vision impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden
Headteacher