

Post Title: Specialist Teaching Assistant – Visually Impaired (VI)

Contractual Arrangements: Term time only 28.35 Hours per week – 8.50am – 3.15pm

Accountable to: Executive Headteacher

Specialist Teaching Assistant – Visually Impaired (VI)

Job activities: Summary of Responsibilities and Key Areas:

- To support the learning process in educational settings by providing direct specialist support to pupils on a one-to-one or small group basis, encouraging independence and social interaction.
- Contribute to planning, recording and implementation of individualised programmes of work.
- Work with mainstream teachers in lesson planning, evaluating and modifying lesson plans as appropriate.
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement, providing objective and accurate feedback and reports as required.
- To contribute information for progress reports, annual review reports, and Educational Health Care Plans for individual children and young people.
- To be involved in Special Educational Needs review and progress meetings as appropriate, either through contribution or attendance.
- To prepare support materials and assist with classroom activities.
- To ensure that teaching materials and resources are adapted and/or enlarged and that other strategies are in place. Specialist Teaching Assistants will employ a range of other strategies to ensure full access for visually impaired pupils to the National Curriculum and to facilitate their participation in general classroom activities.

- To provide general clerical/admin support e.g. produce worksheets for agreed activities.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To participate in performance management programmes to develop competencies to effectively support pupils with visual impairment.
- To provide access to the specialist curriculum which may include Braille, mobility training, specialist ICT, touch typing and independent living skills, use of functional vision and concept formation.
- To facilitate the development of social skills and emotional development. This includes encouraging and support extra-curricular activities and promoting friendships.
- To provide feedback to pupils in relation to progress and achievement aimed at enhancing the child's self-esteem and encouraging positive self-advocacy.
- To liaise sensitively and effectively with parents or carers as agreed with the teacher, and participate in feedback sessions or meetings with parents as directed.
- Being involved in providing support for pupils during off site educational visits.
- Being involved in providing personal care if appropriate.

Additional duties:

To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, emergency, evacuation, security and promotion of the Council's priorities.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.

For further information or an application pack please contact the school office on 01590672711.