

## **Job Description**

**Post Title:** Specialist Learning Support Assistant (Visual Impairment)

**Responsible To:** Headteacher/Class Teacher/SENCo/Assistant SENCo

Band 3, Point 6-11

37 hours per week, term time plus up to 5 INSET days

You may be asked to work up to 3 Saturdays during the school year

You may be asked to work in any school within the Multi Academy Trust

### **Purpose of the Job:**

To complement the work of the Specialist Teacher for Visual Impairment in providing educational support for students with a visual impairment. To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.

### **Duties and Responsibilities:**

- Develop, prepare and/or modify materials for pupils in tactile, Braille, Moon and large print using technical equipment as appropriate.
- Keep up-to-date with current issues regarding visual impairment through reading of relevant literature, attendance at in-service and external training courses according to identified needs and networking with professional colleagues.
- Maintain up-to-date background knowledge about children supported.
- Assist with the general maintenance of specialist equipment, contacting suppliers and manufacturers as appropriate.
- Contact outside support agencies as appropriate.
- Undertake administrative duties as appropriate, including the maintenance of pupil records recognising that these will be referred to for reviews.
- Respect the dignity of the child at all times.
- Supply and maintain records of specialist equipment on loan from the Visual Impairment Department with due regard to safety issues.
- Distribute relevant information to parents, pupils, staff and outside agencies.
- Develop an effective working relationship with pupil, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom, promoting independence and reinforcing self-esteem.
- Help assess the individual needs of pupils and use detailed knowledge and specialist skills to support pupils' learning and individual learning styles.
- Provide training in the use of specialist equipment and resources to pupils, support staff and parents.
- Assist in ensuring optimum access of pupil within the classroom and wider school environment with reference to environmental audits.
- Support independence, life skills and mobility programmes and training in the use of mobility aids.
- Support link between school and home.
- Follow confidentiality and child protection policies together with school procedures and policies.

### **General**

- To undertake any training commensurate with the post.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- To be responsible for safeguarding and promoting the welfare of children and young persons for whom the post holder is responsible, or comes into contact with.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above. It is not necessarily a comprehensive definition of the post.

The duties and this job description will be reviewed at frequent intervals and may vary to meet the changing demands of the department and school at the reasonable discretion of the Headteacher at any time.

Westcliff High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure via the DBS which meets the requirements of the school.

It is Westcliff High School for Girls' policy that all support staff should have the role of Lesson Supervisor as and when required; this is an additional area added to the job description and there will be additional payment for this work if the hourly rate for your normal job is less than that of a Lesson Supervisor.

Main duties and responsibilities:

- To supervise whole classes during the short-term absence of teachers and to give instructions for the lesson as provided by a teacher.
- To maintain good order, acting as a role model, setting high standards of conduct and behaviour, dealing promptly with conflict and incidents in line with established policy, reporting all concerns to an appropriate person.
- To keep pupils on task and respond to general enquiries.
- To provide general feedback to teachers.
- To be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop.

Holidays

All holidays must be taken during school closure periods.

..... Postholder ..... date

..... Line Manager ..... date