



## JOB DESCRIPTION

**Job Title: Specialist Teaching Assistant – VI (21 hours per week, Term Time Only)**

**Directorate & Section/Unit: SEND Support – Sensory Impairment Team**

**Reporting to: Sensory Impairment Team Lead**

*Please do not change the following information unless a grading or DMA review has been undertaken.*

<b>Salary Grade:</b>	<b>TA3 + SEN TTO</b>
<b>WCF Management Level:</b>	*Frontline staff
<b>Number of Direct Reports:</b>	<b>0</b>

### Our People Values:

Our Vision, Mission, and Values define our reason for being. They are indicators of our direction of travel, to guide services and colleagues. This is particularly important for Worcestershire County Council as our Company represents positive change and new opportunities for colleagues and children, young people and families:

- **Children at our Heart** - We will keep children and young people at the heart of everything we do
- **Value Family Life** - We will support and empower parents to care for their own children well
- **Good Education for All** - We will value education as the best start in life for all children and young people
- **Protection from Harm** - We will act in a professional and timely way to protect children from harm
- **Embrace Diversity** – A progressive culture of championing equality, diversity, and inclusion

### Purpose of job:

To be responsible under the direction of Qualified Teachers of Children with a Vision Impairment (QTVIs) to support the learning, educational progress and inclusion of VI pupil/s in school, with the aim of narrowing any attainment gap they have with their peers on entry to school through Braille support. Working in a range of settings, deployed according to pupil needs.

### Main Activities & Responsibilities:

#### **To assist at an appropriate level and be involved in all areas of the curriculum including:**

- Directly supporting pupils at settings, under the direction of the QTVI.
- Modelling best practice in supporting VI children within the classroom / individual 1:1 sessions.
- Making specialist resources for VI children and young people such as Braille, large print.
- Under the direction of the Senior QTVI/Team Lead, providing cover when other Specialist Teaching Assistants in settings are absent, e.g. when ill or on a training course.
- Supporting QTVIs by making resources when required.
- Supporting QTVIs in the delivery of peer awareness training in settings.
- Keeping effective records on pupil's progress which inform all stages of the planning cycle.

- Working collaboratively with QTVIs to support programmes of work for individuals and groups of children.
- Liaising with parents/carers and partner agencies as appropriate.

### **Generic Accountabilities:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy

### **Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers & Staff across all directorates, Project Staff, Governors, Head Teachers, Teachers, Support and other school based staff

External: District & County Councils, Government Agencies & Departments, NHS, Clinical Commissioning Groups, Healthcare Professionals, Police, Fire, Probation Service, Educational Settings, Suppliers, Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, parents & pupils, members of the public, volunteers

### **Additional Information:**

- This post is politically restricted under the terms of the Local Government and Housing Act 1989
- Worcestershire Children First reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act

Author: Mel Boxall

Date: 18/7/23

Date of grading confirmation:

# PERSON SPECIFICATION

**Job Title: Specialist Peripatetic Teaching Assistant – VI (21 hours)**

**Directorate & Section/Unit: SEND Support - Sensory Impairment Team**

**Salary Grade:TA3 + SEN**

**WCF Management Level:**

\*Frontline staff

*\*Delete/amend as appropriate*

## EXPERIENCE:

It is essential that the postholder has:

- Demonstrable experience working with children and young people in a setting
- Demonstrable experience of meeting targeted outcomes for children and young people
- Experience of using specialist equipment, technology and programmes for VI or willingness to train

It is desirable that the postholder has:

- Demonstrable previous experience of working with pupils with a Vision Impairment
- Demonstrable experience of working in mainstream and special school environments

## KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the postholder has:

- Specialist knowledge and understanding of VI or willingness to train
- The ability to contribute to the monitoring and recording of pupil's progress
- Good interpersonal and team working skills
- An adaptable and flexible approach to working
- The ability to use their own initiative in effective problem solving
- Ability to build effective relationships and work co-operatively with all our stakeholders
- A commitment to promote pupil independence
- Ability to nurture self - esteem and value individuals for their contribution
- Good IT skills, including Word

It is **desirable** that the postholder has:

- Good time management skills
- Ability to remain calm under pressure
- The ability to deliver programmes of work with confidence

## QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- Braille qualification (contracted) or willingness/ability to gain one
- GCSE English and Mathematics Grade 4/C or equivalent

It is **desirable** that the postholder has:

- Additional specialist relevant qualifications and/or training in a related area.
- Training in safeguarding.

## ADDITIONAL INFORMATION:

It is **essential** that the post holder has:

- The ability to travel throughout the county (an occasionally beyond), including areas where there is limited public transport and be able to reach, including but not limited to, families, young people, internal and external clients and within a timely manner