



## Job Description

### Stationers' Crown Woods Academy

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**Job Title:** Visual Impairment Special Resource - Higher Level Teaching Assistant  
**Reporting to:** Assistant Principal Inclusion / Lead Teacher of Visual Impairment Special Resource

#### Key purposes of the job

- To provide assistance to pupils with visual impairment by:
  - supporting pupils in lessons,
  - working with pupils in small groups and in 1-1 interventions,
  - supporting pupils to move around the academy and engage in practical subjects such as DT, Food Technology, Science and PE/games, and lessons
  - preparing specific VI resources, including use of IT equipment.
- To liaise with staff as appropriate to ensure that pupils are able to access the Academy curriculum and enrichment activities.

#### Main duties

To work under the direction of the Lead Teacher of Visual Impairment Special Resource to include the following:

- To work closely with the Lead Teacher of Visual Impairment Special Resource in planning, and developing interventions that support pupils with VI to access the school curriculum and enrichment activities.
- To provide instruction in the reading and writing of Braille, and prepare materials in order that this can be carried out.
- To undertake the preparation of materials to support the inclusion of visually impaired pupils in a mainstream classroom.
- To instruct and supervise pupils and VI LSAs in the use of Braille technology.
- To instruct and supervise pupils and VI LSAs in the use of other specialist VI resources and technology.
- To support the professional development of Academy staff by delivering CPD and facilitating consultations.
- visually impaired specific CPD to teaching and support staff To provide ongoing academic and pastoral support to pupils with VI.
- To contribute to the physical, social, cultural, spiritual and moral development of pupils with VI.
- To work with individual pupils in the classroom under the direction of the class teacher and Lead Teacher of Visual Impairment Special Resource.
- To lead and deliver small intervention groups within the Visual Impairment Special Resource.
- To monitor identified pupils in lessons and provide teachers with feedback on participation and progress.
- To assist with keeping precise records, contribute to and attend annual reviews and other meetings with staff and parents, as appropriate.
- To share in the organisation, management and maintenance of resources.
- To work in partnership with external practitioner in order to ensure that specialised interventions, resources and advice is applied.
- To carry out mobility instruction under the guidance and direction of a Rehabilitation Officer.
- To contribute to the SEND Review processes as appropriate.
- To take part in school activities and events as required, accompanying and supporting children on outings from school as necessary.
- To apply the Academy's behaviour management policy consistently and fairly.
- To have due regard to the Health & Safety at Work legislation in carrying out all aspects of the post.
- To promote the Academy's Equal Opportunities policy in carrying out all area of the post.
- Such other duties as may reasonably be required and are commensurate with the post grade.

- The post-holder should have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, in safeguarding and promoting their welfare.

### **Person Specification**

- Educated to GCSE level standard or equivalent (English and Maths A\*- C grade or equivalent)
- Basic knowledge of SEND and other barriers to learning, including ASD, Visual Impairments, Physical Disabilities and Mental Health.
- Experience in a similar role.
- Basic knowledge of first aid; e.g. emergency first aid course.
- Ability to work constructively as part of a team.
- Excellent communication and interpersonal skills.
- A firm commitment to own personal and professional development.
- Commitment to equality and diversity

### **Professional Development**

- To take responsibility for personal professional development.
- To take part, as appropriate, in the academy's professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

### **Professional Values and Practice**

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of pupils.
- To provide a role model through their personal and professional conduct.
- To work as a member of designated teams and contribute positively to effective working relations within the academy.
- To be proficient in the application of literacy, numeracy and ICT.
- To safeguard the health and safety of all pupils both on the academy premises and when engaged in authorised academy activities elsewhere.
- To contribute to the effective running of the academy

**Notes:** The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.