JOB DESCRIPTION

Mobility Officer for Vision Impaired Pupils (in training)

Saint Benedict CVA

Salary: SRS Band 3, £23866 - £27358 per annum – qualified candidates can expect to achieve the top end of the band.

Hours: 20 hrs per week 41 weeks per year.

**Key Requirements for the post:**

The post holder will

* assess and deliver appropriate Habilitation Training for children and young people with visual impairments (CYPVI) and training for staff who support them.
1. hold Enhanced DBS clearance
2. meet the required National Habilitation Standards for Habilitation Training and maintain full professional registration with Habilitation VIUK.
3. have an Habilitation qualification from a recognised training body, ( eg BCU, IOE) a driving licence and access to a car with Class 1, business insurance.
4. be available for 41 week employment with annual leave awarded according to salary scale and years of service.
5. be responsible to the Senior Habilitation Specialist and the Headteacher of the school.
6. maintain up to date records and submit reports of each child’s progress in line with Habilitation policies.
7. hold, or gain within 12 months of appointment, a Paediatric First Aid Certificate from a recognised provider.

**Specific Duties and Responsibilities:**

The post holder will

* assess and deliver appropriate Habilitation Training to Children and Young People with visual impairment (CYPVI), educated within Saint Benedict, Markeaton and Central Nursery aged between 0 and 25. This may include long cane training, specialised devices using low vision aids and a range of progressive independence skills.
* take account of the expectations of parents/carers and work with them to secure appropriate Habilitation training and transfer of skills to home for their child
* work with CYPVI living in Derby in their respective homes and local areas after school hours and during school holidays to develop and extend their skills in the local area.
* carry out regular assessment of pupils and provide an annual written report in relation to pupils’ skills and needs in Mobility and independent living skills, to inform future training. Appropriate advice will be given to relevant education authorities that have children placed in these school regarding their habilitation needs
* work at night, where necessary, to assess and train pupils who suffer from night blindness. Flexible use of hours is allowed on these occasions at the discretion of the DoL ERB. The safety of the pupil or officer should not be prejudiced.
* offer pupils in Year 10 and above, training where appropriate, to work experience or college placements, to ensure safety whilst travelling
* undertake and make recommendations for pupils in transition, specifically including those in Year 6 transferring from Junior to Secondary schools and those moving on to Further Education or Higher Education institutions.
* plan and deliver a range of independence skills courses to individuals or small groups of students by arrangement. All mobility teaching is taught on an individual basis.
* assist with the planning and delivery of training to staff working with children with a visual impairment and VI pupil peer groups, to enhance the understanding of the needs of visually impaired pupils.
* advise on the production of tactile or low vision maps or plans when needed by individual pupils. The officer will need a working knowledge of Braille.
* participate in extra-curricular activities, subject to the agreement of the DoL ERB. This may include Sports Clubs and other leisure activities as deemed appropriate.
* follow the School’s agreed procedures and policies with regard to General Data Protection Regulations, ensuring all data is held securely; to report any breach in data security immediately to the DoL ERB, the school’s Data Protection Officer or the Headteacher of Saint Benedict School.

**Promotion of social and emotional development and wellbeing, positive behaviour and preparation for adulthood:**

The post holder will

* work with teaching staff, parents and carers and all involved agencies to agree approaches to each pupil’s personal development, taking account, as appropriate, of cultural, social, medical and physical differences.
* structure learning tasks to take account of pupils’ individual learning styles so that their learning is maximised, they are clear what is expected of them and are encouraged to persevere when difficulties arise.
* develop students’ emotional resilience.
* encourage the development of independent living and self care skills
* support students to develop into tolerant, well informed, respectful citizens of the future.
* follow the School’s Safeguarding practices and procedures, taking part in regular update training and reporting any concerns immediately to the school’s Designated Safeguarding Leads.
* use positive, consistent and non-confrontational approaches and techniques (including with regard to conflict resolution and physical intervention) so as to promote positive relationships between pupils and/or adults in line with the school’s Behaviour Policy and to help pupils to develop, understand and show appropriate behaviours towards others.

**Other Professional Requirements**

* To understand professional responsibilities and be aware of relevant legislation; to seek additional training as and when required.
* To establish and maintain effective working relationships with professional colleagues, parents and CYP
* To set a good example through own presentation or personal and professional conduct; to follow the school’s agreed code of conduct.
* To participate as required in meetings and training with professional colleagues and parents in respect of the duties and responsibilities of the post. This may include attending EHCP reviews, Team Meetings, Parents’ Evenings, Training Days, whole school staff meetings and liaising with Sensory Support Service in Derby and Derbyshire.
* To be aware of the need to take responsibility for own professional development and keep up to date with research and developments in the Habilitation field. This may include attending HabVIUK Conferences or other specialist training.