



JOB DESCRIPTION

Title of Post:	Support Worker for Member of Staff with Visual Impairment Fixed Term until 2nd April 2020 due to Access to Work Funding
Status:	32.5 hours per week, term time only (30 min lunch break) Main hours 8.30am – 3.30pm with one day per week 8.30am – 1.15pm Flexibility is required, to support teacher with educational visits and after school sporting events
Responsible to:	Member of staff with visual impairment
Salary:	Grade 2 (SCP 11 -19) £15,807 - £18,746 per annum, pro rata Actual Salary £12,307 - £14,596

Job Purpose

To work on a one-to-one basis providing sighted support to a key member of teaching staff with visual impairment to enable that member of staff to carry out their role fully.

Specific Duties

- To assist a member of staff with visual impairment with mobility and orientation in the classroom and around the workplace.
- To provide support with organisation of the working day e.g. administration tasks such as photocopying, displays in the classroom etc.
- To support a member of staff with visual impairment when attending external training.
- To accompany the member of staff with visual impairment when working off-site e.g. educational visits and sporting events.
- To support the member of staff with visual impairment when on staff duty in the playground.
- To ensure that all work is undertaken in accordance with Plantsbrook Learning Trust's health and safety and lone working policies and procedures.

Personal Support

- To advise of any changes made to surroundings and obstructions in all areas of the workplace and any offsite events attended that may impede movement.
- To ensure the classroom environment is kept clear of any obstacles that may impede movement around the classroom.

General

- To provide confidential support and ensure that information is stored correctly.
- To facilitate social inclusion both in school and when attending off site activities/meetings etc.
- Responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

This Job Description is current at **February 2018**, and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Headteacher, are liable to variation to reflect any future changes required of this post.

All posts are subject to an Enhanced Disclosure check with the Disclosure and Barring Service (DBS), for which proof of identity is required.

Plantsbrook Learning Trust is committed to the highest standards in protecting and safeguarding the welfare of the children and young people entrusted to its care at all times.

Supervision Received

Supervising Officer Job Title: Member of staff with visual impairment

Level of Supervision

Left to work within established guidelines, subject to scrutiny by supervision.

Access to Work

This post is funded by Access to Work. Funding has been approved from February 2018 until 2nd April 2020.

Closing date: Friday 9th March 2018

PERSON SPECIFICATION

Title of Post: Support Worker for Member of Staff with Visual Impairment

Attributes	Essential	Desirable	How Assessed
Relevant Experience	Experience of providing adult support in the work place.	Awareness of Visual impairment.	AF
Skills & Abilities	<p>Ability to demonstrate good interpersonal skills with internal and external stakeholders.</p> <p>Proficient use of computerised systems including Microsoft Word, Excel, PowerPoint etc.</p> <p>Ability to work as a member of a team and work on own initiative.</p> <p>Good verbal and non-verbal communications skills.</p> <p>Be optimistic, enthusiastic and generous of spirit.</p> <p>Have a sense of proportion and humour.</p>		<p>AF</p> <p>AF/I</p> <p>AF/I</p> <p>I</p> <p>I</p> <p>AF/I</p>
Personal Qualities	<p>Ability to work in a demanding environment.</p> <p>Good reading voice.</p> <p>Able to plan own workload and respond flexibly to changing circumstances.</p> <p>Excellent attendance and punctuality.</p> <p>An interest in educational issues.</p> <p>Be committed to safeguarding and promoting the welfare of children and young people.</p> <p>Possess good problem solving skills.</p>		<p>AF/I</p> <p>I</p> <p>I/AF</p> <p>I</p> <p>AF/I</p> <p>AF/I</p> <p>I</p>
Qualifications	5 + A* - C grades at GCSE (or equivalent) including Maths and English.	A Levels	AF