

VISA (Visually Impaired Support Assistant) JOB SPECIFICATION AND PERSON SPECIFICATION FOR VISUALLY IMPAIRED STUDENT (Arthur Milles) FOR SEPT 2019

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	Visual Impairment Support Assistant (VISA): The post will involve providing one to one support to a pupil with a visual impairment.
Line management responsibility for:	None
Main duties and responsibilities:	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. • Set and maintain high educational and moral standards; assist in maintaining good order and discipline among pupils, safeguard their health and safety and participate in extra-curricular activities. • Adhere to the school's Code of Conduct Policy. <p>Learning and support duties:</p> <ul style="list-style-type: none"> • Deliver programmes of support as directed by the supervising Head of Learning Support. • Under the direction of the Head of Learning Support, assist in assessing the pupil's needs, adapting and differentiating work to ensure appropriate access to the curriculum. • Converting work/worksheets to Large and Modified Print using IT programs such as Abbyy Fine Reader/Adobe Acrobat • Support Braille reading and be familiar with Braille technology, including the Braille Note Touch. • A willingness to learn Braille and Braille technology. • Be familiar and proficient with Apple technology such as an iPad Pro. • Promote inclusion, establish constructive working relationships with pupils and staff. • Promote and support habilitation programs, self-help, independence and life skills programs for visually impaired children and young people • Respect the confidentiality of pupil information and respond sensitively to pupil needs • Organise and manage appropriate learning environment and resources. • Provide accurate and objective feedback and reports on pupil's achievement, progress and other matters. Record progress and achievement in lessons and other activities. • Liaise with parents/carers and maintain positive home/school links • Contribute to meetings with parents/carers and professionals and provide constructive feedback.

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	<ul style="list-style-type: none"> • Support pupil in public and schools based examinations. • Work within the schools' behaviour policy to anticipate and constructively manage behaviour and promote self-control and responsibility. • Take responsibility for the safe keeping, storage and good working order of specialist equipment. • Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person. • Actively support the school's Equal Opportunity policies and ensure that all pupils have equal access to opportunities to learn and develop. • Participate in delivering training and development activities. To be reflective of own practice and identify own training and development needs • Any other duties which are in line with the grade and general level of responsibility of the post <p>Pastoral duties:</p> <ul style="list-style-type: none"> • To promote the general progress and well-being of individual pupils • Encourage pupils' participation in other aspects of school life • To be vigilant in preventing bullying and work swiftly to resolve incidents of bullying, following the school's Anti-Bullying Policy • To promote and safeguard the welfare of the pupils • To maintain a constant awareness of all issues relating to child protection • To alert staff members to problems experienced by pupils and those concerned with the welfare of individual pupils after consultation with the appropriate staff
<p>Line management duties and responsibilities</p>	<p>The VISA will work at the Senior Boys' School, along with teachers and teaching assistants and will be responsible on a daily basis to the Head of Learning Support. We pride ourselves in fostering excellent home/school relationships with parents and you will be expected to have strong communication skills.</p>

Person Specification

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<ul style="list-style-type: none"> • Good basic education to GCSE level in literacy and numeracy, or the equivalent 	<ul style="list-style-type: none"> • Commitment to continued professional development (CPD) • First Aid trained or willing to obtain training • Braille qualification 	<ul style="list-style-type: none"> • Production of the Applicant's certificates • Discussion at interview • Independent verification of qualifications
Experience	<ul style="list-style-type: none"> • Previous experience of working with pupils with significant SEND or visual impairment • Use of ICT to support teaching and learning 	<ul style="list-style-type: none"> • Working in an educational setting • Liaising with multi agency teams • Full driving license and use of car 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Skills	<ul style="list-style-type: none"> • Accept and respond to authority and supervision • Work with guidance, but under limited supervision • Liaise and communicate effectively with others • Promote the school's aims positively and use effective strategies to monitor motivation and morale • Develop good personal relationships and work well within the team • Establish and develop good relationships with parents • Contribute to a happy, challenging and effective learning environment 	<ul style="list-style-type: none"> • Identify gaps in their own experience that they need help in filling • Demonstrate the ability to learn and adapt from past experience • Knowledge of Braille and Apple technology. • Willingness to undertake a Braille qualification 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

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<p>Knowledge</p>	<p>The Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • Child development and the ways in which children learn • Behaviour management strategies • The statutory requirements of legislation concerning equal opportunities, health & safety, learning support and child protection • The positive links necessary within school and with all its stakeholders 	<ul style="list-style-type: none"> • Awareness of the National Curriculum requirements at the appropriate Key Stage 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and boundaries with children and young people • Emotional resilience in working with different situations • Positive attitude to use of authority and maintaining discipline • Be a role model to staff, children and the community • Committed • Able to motivate self and others • Organised • Flexible • Excellent communication and interpersonal skills • Demonstrate initiative • Reflective on own practice 	<ul style="list-style-type: none"> • Liaise effectively with and report to teaching staff 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

Candidates should ensure that they address all of the above criteria in their application form, referring, where appropriate to actual experience. In addition, the interview will explore issues relating to safeguarding and promoting the welfare of children including.