

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Trainee Habilitation Specialist / Qualified Habilitation Specialist (QHS)	Grade: SO1 (Trainee) / SO2 (QHS)
Section: Wandsworth Sensory Support Team	Directorate: Children Services Education <i>SEND and Inclusion</i>
Responsible to following manager: Tim Richmond	Responsible for following staff: N/A
Post Number/s: RWC9117	Last review date: Jan 2025

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Context

The Trainee Habilitation Specialist/QHS role forms part of a multidisciplinary team of professionals. The role works within Wandsworth Sensory Support Team to deliver a comprehensive Habilitation Service to pupils on the caseload. The Team supports individual and strategic objectives to promote safety and independence.

Trainee Habilitation Specialist.

Progressing to qualification in Habilitation and Disabilities of Sight (Children and Young People) Grad Dip.)

The Specialist Qualification in Habilitation and Disabilities of Sight (Children and Young People) Graduate Diploma trains students to become Qualified Habilitation Specialists. An interim award, the Graduate Certificate in Habilitation and Disabilities of Sight, trains students to become Qualified Habilitation Assistants. They will learn how to support, plan, carry out, supervise and evaluate the habilitation skills of children and young people (aged 0-25 years) with vision impairment(s) in home, public and educational settings.

Job Purpose

This role initially is a trainee post offering the appointee the opportunity to grow their skills and expertise, undertaking the training mentioned above to become a habilitation specialist, while supporting Wandsworth Sensory Support Team to maximise children and young people's potential for independence.

Specific Duties and Responsibilities

All responsibilities are undertaken under the guidance and supervision of the Lead Teacher of Children with Vision Impairment. The post holder works closely with the habilitation specialist and the rest of the vision support team supporting the delivery of services. The responsibilities of the trainee post will change over the course of the training period to build on skills and experience. During the first year of training, time will be spent working with all members of the VSS team and as appropriate working alongside different teams within the organisation. This will enhance the trainees experience and support the organisations service delivery.

The course is part-time for over two years. Students attend four 5-day blocked weeks in September, November, January, and March. Students also need to attend their Practical Skills Assessments throughout the course.

The trainee will be expected to invest some personal time to complete university assignments, reading and other course related activities.

Successful completion of the first year of the course will enable the Trainee Habilitation Specialist to progress as an Assistant Habilitation Specialist. This post will involve using the skills learnt during the first year of the course and provide increased practical learning opportunities.

During the second year of the habilitation training, the student will be required to undertake a placement within another organisation. Successful completion of the Grad Dip in Habilitation and Disabilities of Sight (Children and Young People) will result in recognition as a qualified practitioner after successful completion of the probation year.

Progression:

SO1 expectations:

- Undertake the 2-year UCL training course as per information outlined above – Specialist Qualification in habilitation and Disabilities of Sight (Children and Young People) Graduate Diploma.
- Provide support for the habilitation programs, working under the direct supervision and responsibility of the QHS.
- Support individual children and young people to practice their habilitation skills and strategies: this may be inside and/or outside of school or other educational settings.
- Contribute to the monitoring of habilitation progress.

SO2 expectations:

- Completion of Graduate Diploma
- Commence management of own caseload – to support, plan, carry out, supervise and evaluate habilitation skills of children and young people (aged 0-25) with vision impairments in home, educational settings and public.
- Demonstrate ability to differentiate Hab teaching to individualised and bespoke needs.
- Contribute to the development of the VI specialism across the Vision Support Team, including support for the team in addressing all areas of the CFVI (Curriculum Framework for CYP with Vision Impairment) and maintaining links with bodies such as Blind in Business, RSBC to help ensure CYP wellbeing and family support.

Habilitation Specialist (QHS)

Job Purpose

To directly facilitate our pupils with a visual impairment, to achieve their potential for independence in movement and functional life skills. Broadly speaking to 'Maximise Independence and Minimise Risk'.

Specific Duties and Responsibilities

- Undertake assessment of pupils Habilitation needs upon referral from QTVI.
- Devise and deliver Habilitation programmes for pupils on their caseload aimed at maximising their potential for safe independence.
- Contribute to the Annual Review process where Habilitation Services are provided.
- Undertake environmental audits of educational settings where required.
- Teach functional independence skills necessary within the Habilitation programme.
- On occasions the specialist will be required to work in the evening to assess and provide a training programme for pupils when they have reduced vision in poor lighting conditions.
- Provide training and support for pupils attending local schools or colleges.
- Be a source of advice on Habilitation issues at the planning stage of recreational and educational visits.
- Maintain an up-to-date understanding concerning the medical conditions of the pupils on their caseload and to ensure their professional development and training is undertaken, when necessary.

Liaison

- Work collaboratively with QTVI's, parents, staff in schools/nurseries and other agencies to plan and negotiate the development of suitable Habilitation programmes.

- Keep relevant QTVI informed of individual pupil's progress as well as how to encourage appropriate use of Habilitation techniques within daily routines.
- Provide staff training in the necessary skills and strategies.
- Ensure good communication with parents, carers and families regarding Habilitation strategies and individual pupil progress and to involve them in the Habilitation programme wherever possible.
- Ensure that wherever services exist, a referral is made for local Habilitation Services in preparation for transition between settings.
- Be aware of the wider services and equipment available to people with a visual impairment.
- In line with equal opportunities provide a specialist advice to maximise pupils' access to their environment through involvement in any adaptations or improvements.

Management

- Manage timetable in accordance with their allocated caseload.
- Lead, inspire and mentor relevant staff to be able to encourage pupil's progress in Habilitation.
- Ensure that any new staff have access to high quality induction training in this specialist area.

Organisation & Administration

- Maintain appropriate records which accurately reflect a pupil's progress throughout their Habilitation programme.
- Contribute reports for Annual Reviews.
- Plan and request required resources for individual pupils.
- Maintain Habilitation equipment and resources within the department.
- Provide appropriate reports and information when a formal request is made by other agencies.

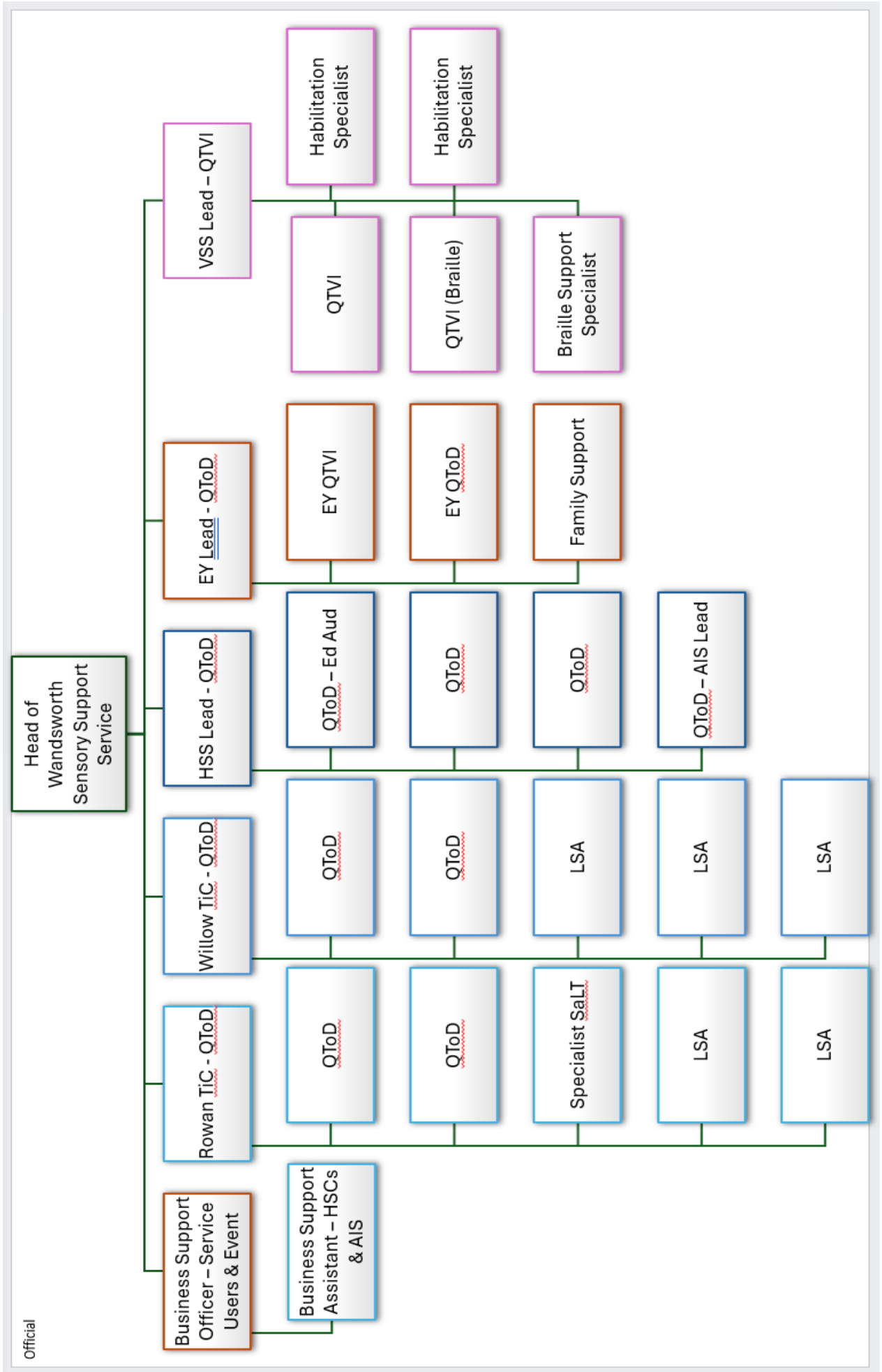
Generic Duties and Responsibilities

- Demonstrate professional accountability at all times.
- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond & Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

The successful applicant will be contracted to work for us for a minimum of three full years following qualification, due to the investment the organisation has made in the qualification and development of the Habilitation Specialist.

Additional Information

<p>Safeguarding</p>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children’s Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role.</p> <p>Ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.</p>
<p>Leadership</p>	<p>Participate in the review and appraisal processes of the Wandsworth Sensory Support Team and contribute to the strategic vision of the service in relation to Habilitation</p>
<p>CPD</p>	<p>Commitment to own personal development and to undertake mandatory training as required.</p> <p>Maintain registration with the professional body; HabVI-UK through appropriate peer led Continuing Professional development.</p> <p>Be aware of National trends and developments in this specialist field.</p>
<p>Behaviour / Risk Management</p>	<p>Work with other colleagues to always ensure safety of both workers and users.</p>
<p>Review</p>	<p>This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.</p>



Official

Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of safeguarding and the legislation that protects children and young people. (Trainee/assistant role)	x		I
Knowledge of child developmental milestones. (Trainee/assistant role)		x	I
Knowledge of Habilitation Quality Standards, outcome measures within the Orientation and Mobility specialism		x	I
Knowledge of the Curriculum Framework for Children and Young People with Vision Impairment (CFVI), specifically areas 5 and 6.		x	I
Knowledge/ understanding of the Developmental Journal for children with vision Impairment (DJVI)		x	I
Experience	Essential	Desirable	Assessed
Previous experience working in the education sector. (Trainee/assistant role)	x		A/I
Working with or caring for children or young people with visual impairment (Trainee/assistant role)		x	A/I
Experience helping CYP to reach their potential for independence. (Trainee/assistant role)		x	A/I
Experience of teaching mobility and independence skills to children and young people with a visual impairment in home, school, and community settings		x	A/I
Experience of delivering training including presentations in Habilitation		x	A/I
Experience of working with young people with Visual Impairment who have additional needs.		x	I
Experience of training placement students of Habilitation		x	I
Skills (both Trainee/Habilitation Assistant AND QHS)	Essential	Desirable	Assessed
Ability to communicate and relate effectively with children, families / carers, team members, managers and external agencies	x		A/I
Ability to organise and manage a caseload with minimal supervision	x		A/I
Able to work on own initiative and demonstrate the ability to make decisions	x		A/I
Be able to advocate on behalf of individuals	x		I

Have an understanding of the needs of vulnerable people.	x		A/I
Ability to self-evaluate own learning needs and actively seek learning opportunities	x		I
Ability to work constructively and effectively as part of a team	x		A/I
Ability to summarise and record information in a way that can be readily understood by others.	x		A/I/T
Be able to liaise and advise all professionals and carers on all aspects of Habilitation	x		A/I
A good understanding of equal opportunities and safeguarding	x		A/I
Qualifications	Essential	Desirable	Assessed
Qualifications and/or experience suitable for entry to the Habilitation and Disabilities of sight (CYP) graduate diploma (UCL) (Trainee/assistant role)	x		A/I
A willingness and ability to undertake Habilitation training as directed. This will include a combination of in-house training and that provided by outside agencies (UCL Institute of Education) (Trainee/assistant role)	x		A/I
Qualification in Orientation & Mobility or Habilitation Studies (VI) eg Specialist Qualification in Habilitation and Disabilities of Sight (Children and Young People) Grad Dip		x	A
Registered with HAB VI - UK		x	A

A – Application form / CV
I – Interview
T – Test
C - Certificate