

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Habilitation Specialist	Grade: SSA PO1
Section: Wandsworth Sensory Support Service	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: July 2023

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

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

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 the Boroughs of Wandsworth and Richmond.
- 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 the SSA's policies, 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 role within the council.
- This 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.

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA 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.

Additional Information

Safeguarding	<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>
Leadership	Participate in the review and appraisal processes of the Wandsworth Sensory Support Service and contribute to the strategic vision of the service in relation to Habilitation
CPD	<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>
Behaviour / Risk Management	Work with other colleagues to always ensure safety of both workers and users.
Review	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.

Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage innovative ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
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
Knowledge of communication systems used with people who have limited verbal communication skills		x	I
Experience	Essential	Desirable	Assessed
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 working with young people with Visual Impairment who have additional and complex needs		x	I
Experience of delivering training including presentations in Habilitation		x	I
Previous experience working in the education sector		x	I
Experience of training placement students of Habilitation		x	I
Skills	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 own 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
Qualification in Orientation & Mobility or Habilitation Studies (VI)		x	A
Registered with HAB VI - UK		x	A

A – Application form / CV

I – Interview

T – Test

C - Certificate