

Wandsworth Sensory Support Service Job Description



STATUS

Job Title: Specialist Support Assistant - Braille
Accountable to: QTVI – WSSS based within the school
Grade: Scale 3 – Point 5 – 6

CONTEXT

The postholder will provide specialist support to a student with a Vision Impairment (VI) in a mainstream settings on behalf of Wandsworth Sensory Support Service (WSSS).

The postholder will support both educational and habilitation elements of the VI Specialist Curriculum to ensure a Child or a Young People (CYP) with sensory impairment under their supervision fulfils their potential and learns the skills necessary to prepare them for adulthood.

The postholder will also act as a link between the school and WSSS Qualified Teacher of the VI (QTVI) to ensure that the provision remains relevant, engaging and challenging to CYP, whatever their ability.

Planning and Service delivery

- To plan, deliver and update programmes under the supervision of the QTVI or Line Manager
- To participate in the planning and delivery of training, including specialised programmes for CYP with VI
- To provide feedback to QTVI and class-based staff on student's progress to inform future planning
- To work closely with parents/carers and staff in a way that demonstrates effective partnership working
- To identify potential opportunities for CYP to engage in extra-curricular activities to help enrich their learning
- To ensure class material are presented in accessible format, using technology and adapting resources in tactile format appropriate to the student's specific needs
- To ascertain environmental safety in all aspect of school life (incl. lunch, break, school trips) and within curriculum areas (e.g.: PE, Science, D&T)
- To ensure the learning outcomes of the VI specialist curriculum are achieved by CYP

Record Keeping and Meetings

- To attend meetings including multi- disciplinary assessments, case conferences and reviews
- To actively contribute to the partnership work that arises from such meeting ensuring approaches within the team effectively support multi- agency working
- To write support notes and maintain records (including day-to-day, mid-term as well as end of term/ year)
- To attend regular school planning meetings with the teachers as well as any additional meetings as required by the school

Training and Development

- To engage with training around key knowledge and skills around Braille skills or VI technology
- To maintain up to date knowledge and skills around key aspects of the education of CYP with a VI
- To participate in relevant INSET training (e.g.: Safeguarding) offered by the host school or WSSS

Other duties

- To undertake any other relevant duties commensurate with the post and grade as directed by Line Manager and/or Head of WSSS
- To actively and effectively contribute to personal supervision and appraisal processes as required

Safeguarding

To 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

To be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role

To 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

Leadership

To work under overall supervision of the Headteacher

CPD

To commitment to own continued professional development and to undertake mandatory training as required

Service and Self Review

To participate in the host School's and WSSS's Self Review of performance

To review methods of effective teaching and learning

<i>Behaviour / Risk Management</i>	To work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	To work with and support other colleagues to ensure the smooth and effective running of the School

GENERAL DETAILS

The service reserves the right (after providing sufficient notice) to redeploy this postholder to an alternative establishment to meet the needs of the Wandsworth Sensory Support service and the provision that it is commissioned to supply to external bodies/partners.

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.