

# Linden Lodge School - Job Description



## STATUS

**Job Title: Habilitation Specialist**

**Accountable to: Head of Wandsworth Sensory Support Service**

**Grade: Scale 6**

## CONTEXT

The Habilitation Specialist role forms part of a multidisciplinary team of professionals based at Linden Lodge School. The role works within Wandsworth Sensory Support Service to deliver a comprehensive Habilitation Service to pupils with a visual impairment at Linden Lodge School and nearby boroughs as negotiated by the Wandsworth Sensory Support Service. The Service supports individual and strategic objectives to promote safety and independence.

## Habilitation Duties

- Contribute to the multidisciplinary assessment of pupils 'Special Educational Needs prior to Admission with regards to their Habilitation needs.
- Devise Habilitation programmes for pupils on their caseload aimed at maximising their potential for safe independence.
- Continually assess the changing needs of the pupils on their caseload and to use departmental strategies to review and plan for pupil progress.
- Assess pupils on their caseload for the purposes of their Annual Review where Habilitation Services are provided.
- Assess pupil's functional vision for Habilitation activities and to relay any information to the class and residential teams. To provide training with low vision aids for Habilitation purposes where appropriate.
- Make clear and professional judgements regarding risk when planning journeys and training areas and to complete the appropriate risk assessment in line with departmental and school policies. To be aware of and provide a source of advice on environmental adaptations to ensure physical access for our pupils concerning their VI and any additional needs.
- Undertake Accessibility Audits 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 as part of their course at Linden Lodge.
- 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 other staff in the school to negotiate suitable Habilitation programmes.
- Liaise with all staff involved at school and with other agencies when planning individual Habilitation programmes.
- Plan and supervise programmes for Habilitation Students (external) when accepted into the department.
- Keep staff informed of individual pupil's progress as well as how to encourage appropriate use of Habilitation techniques within the daily routine.
- 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.
- Wherever time and distance allow for visiting pupils in their home area to assess the need for Habilitation Services from their local agencies.
- Ensure that wherever services exist, a referral is made for local Rehabilitation Services in preparation for transition from School
- Request and provide a source of advice regarding the need for and production of tactile maps and plans needed by schools or individuals.
- Be aware of the wider services and equipment available to people with a visual impairment.
- In line with Equal Opportunities provide a specialist source of advice to maximise the 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 staff to be able to encourage pupil's progress in Habilitation.
- Ensure that new staff have access to high quality induction training in this specialist area.
- Take part in and to deliver in-service training.

## Organisation & Administration

- Maintain appropriate records which accurately reflect a pupil's progress throughout their Habilitation programme in line with established departmental policy.
- Contribute reports for Annual Reviews and at the end of the Academic year.
- 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.

<i>Safeguarding</i>	<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>
<i>Leadership</i>	To work under overall supervision of the Headteacher
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required
<i>Service and Self Review</i>	Participate in the School's Self Review of performance Review methods of effective teaching and learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times

<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School
<b>GENERAL DETAILS</b> <p>The Wandsworth Sensory Support Service undertakes work inside Linden Lodge School, Wandsworth Borough and in neighbouring boroughs within the area. The postholder can be assigned to work both inside and outside the school. There is therefore a requirement to travel as part of this role. Financial re-imbursement will be provided in line with school/academy policy for expenses incurred for travel while undertaking the duties of this role. The policy on re-imbursement of travel expenses is available on request.</p>	
<b>REVIEW</b> <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>	