

JOB TITLE: Visual Impairment Teaching Assistant

GRADE: Scale 5

DEPARTMENT: Support Department

SECTION: Secondary School

Qualifications and Experience

Essential

- NVQ 3 in a relevant area, e.g. teaching assistance, or equivalent qualification or experience.
- Proficient and qualified in UEB Braille (Grade 2)
- Very good numeracy and literacy skills

Knowledge

- Experience of working with and supporting learners who are blind or have a visually impairment
- Ability to build a rapport with learners, including those with additional needs
- Ability to understand child development and the implications of visual impairment
- Understanding of learning processes and in particular, barriers to learning and supporting students in overcoming these

Skills and Abilities

- Ability to communicate well with young people, understand their needs and engage in joint goal setting with the individual child as part of the learning action planning process
- Ability to work effectively with, and command confidence of, teaching staff and senior management within the school
- Experience and use of the suite of Microsoft Office applications, especially Word and excel, is essential
- Ability to engage constructively with, and relate to, a wide range of young people and families/carers with different social and ethnic backgrounds
- Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers displaying resilience and commitment
- Ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-school and external advice and expertise, where necessary

- Ability to work effectively with and network with a wide range of supporting services in both the public and private sectors, and draw on a wide range of support, information, opportunities and guidance
- Ability to work independently, manage own time well and possess good organisational skills
- Able to prepare written records and keep accurate, up-to-date records in line with JCQ and school guidelines

Personal Qualities

- Well organised and able to work under pressure
- Solution-focused and able to cope with challenging situations

Equalities

- Ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy