

## Job Description

Job Title **SEND Specialist Services, Sensory Support Team 0-25yrs Teaching Assistant for the Vision Impaired**

Section **Sensory Support Team 0-25 years, SEND Services**

Reports to **Teacher of the Vision Impaired**

Job number

Grade **Teaching Assistant Grade 4 (Level 3 TA) SCP 7-11**

Location **Babbage House**

Hours **Full time term time only (Based on 32.5 hours per week)**

### Overall purpose of the job

To support the Sensory Support Team 0-25yrs in ensuring the active participation of vision impaired pupils in all aspects of the academic and social activities of the school. Contribute to raising standards of pupils with vision impairment

Delivery of SEND Specialist Services for sensory impaired children and young people aged 0 to 25yrs in Cambridgeshire and the deployment of expert skills and knowledge of the team to meet local need

### Main accountabilities

*Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.*

<b>Main accountabilities</b>	
	<ol style="list-style-type: none"><li>1. To work within the context of the Sensory Support Team 0-25yrs</li><li>2. To support the production of curriculum materials and resources</li><li>3. The support, maintenance and development of specialist ICT equipment and software</li></ol>
	<p>Job Duties and Responsibilities</p> <ol style="list-style-type: none"><li>1. To receive curriculum materials in a variety of formats such as electronic, textbooks, tape &amp; other media and to reproduce or adapt to individual children's needs e.g. Braille, moon, large print, tape in such a way that they become accessible and meaningful</li><li>2. To use initiative and creative flair in the production of tactile material and large print materials as appropriate, ensuring that the original aims and content of the work are retained.</li><li>3. To be able to organise and prioritise own work within the needs of a large team and to work within time frames negotiated and agreed by all parties.</li><li>4. To provide advice and support regarding the production of the adaptation of materials and the use of IT resources for the Teaching Assistants in schools.</li><li>5. To install hardware, specialist software and peripherals, as appropriate, and perform minor repairs.</li><li>6. To collate documents in a variety of formats for future use, cataloguing and storing in a</li></ol>

	<p>logical sequence to build up a library of in-service resources.</p> <p>7. To liaise with schools, other educational services, professional and voluntary services for VI children to maintain good links with specialist providers.</p> <p>8. To manage the inventory of specialist equipment available and to keep track of the movement of such equipment, via a data-base.</p> <p>10. To undertake appropriate training on-site and externally as required.</p> <p>11. To configure equipment, including peripherals for visually impaired users.</p> <p>12. To advise the Principal Teacher and Head of Service when patterns of need within the post change or require adaptation</p> <p>13. To undertake any other duties not mentioned above but deemed by the Team Manager to be within the professional responsibilities of a Specialist Technician</p>
	<p>Knowledge and Skills</p> <p>1. ICT skills, good keyboarding skills.</p> <p>2. Knowledge of relevant mainstream software applications e.g. Word, Excel, Power Point, secretarial skills</p> <p>3. To be proficient with Braille translation either via the PC or manually on the Perkins Braille to enable effective adaptations of materials into Braille.</p> <p>4. Develop knowledge of relevant specific software applications for the visually impaired user e.g. Lunar, Jaws, Duxbury, Zoomtext etc.</p> <p>5. Develop a working knowledge of specialist equipment for the visually impaired user (e.g. talking calculators, scales, CCTV, brailnote etc),</p> <p>6. To develop an up to date knowledge and understanding on the current issues regarding ICT and the visually impaired user.</p> <p>8. Skills to develop the use of ICT for the production of curriculum materials</p> <p>9. Able to provide first line technical support for the Vision Support Service</p> <p>10. Able to work on own initiative</p> <p>11. Able to work in team</p> <p>12. Adaptable and flexible</p> <p>13. Good interpersonal skills in relating and communicating with staff in a purposeful and positive way which will maximise the independence of a visually impaired pupil</p> <p>14. Professional attitude</p> <p>15. Awareness of the need for discretion and confidentiality.</p> <p>16. Accurate and methodical approach to resources management.</p> <p>17. Full driving licence and own transport.</p>
	<p>A key condition of the post is that the post holder will undertake training in Braille to pass the Braille Proficiency Examination within one year of taking up the post. Failure to do so will lead to termination of the contract. Training and support will be provided by the Service.</p>