

Job Description

Postholder	
Post	Teaching Assistant for VI Support
Reports to	SENCO
Line Management of	N/A
Salary/Grade	Level 3
Contract	Permanent
Date Reviewed	
Core Purpose	Working under the direction of the class teacher and SENCo to enable successful engagement and learning for identified pupil(s) within classroom provision and intervention sessions.

Key Responsibilities
<p><u>a) Supporting the Pupil</u></p> <ul style="list-style-type: none"> Under the guidance of the SENCo and class teacher, be responsible for supporting the identified pupil(s) to access lesson content and achieve the objectives set for him or her. To prepare in advance adapted learning resources, environments and teaching material so that they are accessible and more understandable to pupil with vision impairment, including: tactile and braille materials the use of specialist/mainstream vision related technologies and relevant ICT software including related apps. To take responsibility for delivering interventions including those outlined in a pupil's Education, Health and Care Plan. To support pupil(s) in the use of alternative means of recording, when appropriate, including in braille. To support the enablement of independence, emotional resilience and self-determination of pupils. To support the record keeping and provision of data to enable school based and external service reviews. Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher and SENCo. To support the learning and engagement of all pupils in the class under the guidance of the class teacher. <p><u>b) Supporting the Teacher</u></p> <ul style="list-style-type: none"> To support staff in differentiating the curriculum to take account of the way pupils with visual impairment needs learn. Organise supportive adaptations to the learning environment as required. Monitor and track progress and provide feedback to assist in developing provision. Provide detailed and regular feedback to teachers, SENCo and external agencies on pupils' achievement, progress, problems, etc. Undertake support activities for the teacher/SENCo as required. Contribute to discussions for SMART targets and provision when teachers are completing their cycles of APDR. <p><u>d) Supporting the School</u></p> <ul style="list-style-type: none"> Build a close and effective working relationship with the local Sensory Support team and other relevant external professionals. Attend relevant meetings as required. Encourage and promote the inclusion and acceptance of all pupils with additional needs
General responsibilities
<ul style="list-style-type: none"> As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description. Create and maintain positive and supportive relationships with staff, pupils, parents, business, community and other stakeholders.

- Be aware of the school's duty of care in relation to staff, pupils and visitors and comply with all health and safety policies at all times.
- Engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and School Improvement plans.
- Treat all information acquired through employment, both formally and informally, in strict confidence.
- Be aware of the school's responsibilities under the General Data Protection Regulations (GDPR) for the security, accuracy and relevance of personal data held and ensure all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection and report all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and School and promote its commitment to equal opportunities.

Agreed specific/additional areas of responsibility

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This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if an agreement is not possible management reserves the right to make changes to the job description following consultation.

Note: Every job description will be subject to a review either:

- On an annual basis at an appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of team/operational requirements.

It is the shared responsibility of the post holder and their manager to ensure the job description is kept up to date.

Signed: _____ (Postholder)

Signed: _____ (Line Manager)

Date: _____