

## Job Title Specialist Support Assistant for Visually Impaired Children and Young People

**Service:** Sensory Impairment Support Service

**Band:** 4

**Reporting to:** Service manager

**Responsible for:** No direct reports



**TRAFFORD  
COUNCIL**

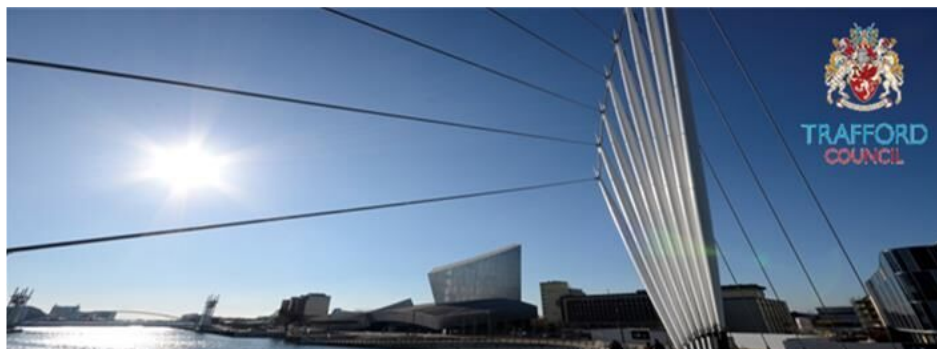
### About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Working together to build the best future for all our communities / everyone in Trafford.***

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



### Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring.

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

## About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

### Overview

**The Sensory Impairment Support Service** provides high quality support to children and young people with sensory impairments (Hearing and/or Vision) across the borough of Trafford.

We have a strong commitment to multi-agency working, inclusive education, high standards of attainment, and quality of life experiences for all our students.

### Your Main Priorities

This post involves supporting the learning and inclusion of children and young people 0-25 years with Vision Impairment in a range of schools and settings across the borough

### Key duties

- To bring a specialist, professional approach to the support of vision impaired pupils in educational settings.
- To support vision impaired students (0-25years) in a classroom setting, on an individual basis or as part of a small group.
- To be a key worker for a vision impaired child / young person once appropriate experience has been gained.
- To implement individual teaching and learning programmes (ILPs) designed by the Service, record progress and work with a QTVI to evaluate the effectiveness of the programme.
- To contribute to the writing of ILPs, following set guidelines, and to the writing of summary reports for pupils.

- To undertake relevant research and training specific to meeting the needs of pupils with vision impairment
  - To work co-operatively in classrooms alongside school staff.
  - To undertake the preparation and modification of materials in a range of formats for vision impaired pupils including use of the scanner, computer, IPAD, specialist software and equipment.(VI positions)
  - To learn skills in non-sighted methods of communication i.e. Braille and tactile diagrams. (Prepared to learn to read and record in Braille).(VI Positions)
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- To work alongside other professionals and attend relevant meetings if required by Service Manager.
  - To liaise closely with parents/ carers
  - To participate in training provided for schools.
  - To encourage teachers and others to develop a high level of expectation both in and out of educational settings, and to be open to alternative teaching strategies to ensure the inclusion of vision impaired students.

### **Description of the Duties of a Special Support Assistant Keyworker following a supported induction period**

#### **The planning and preparation of appropriate educational materials.**

As a direct result of the pupil's sensory impairment, classroom apparatus and reading materials will need to be adapted and/ or transcribed to enable the sensory impaired pupil to access information and experiences efficiently. This will require the preparation of classroom materials and the preparation of recorded study materials.

#### **Reinforcing individual tuition**

Certain methods of teaching and learning are particularly appropriate in working with pupils who have a visual impairment. It is important that they are introduced in a systematic and consistent way: These include the use of Braille, ICT and keyboard skills and the development of listening skills. The post holder will be required to assist with the use of CCTV, Low Vision Aids (LVAs) and magnification software. An environment of self help and orientation will be encouraged.

#### **Supporting the class teacher in ensuring that the visually impaired pupil's educational experiences are complete.**

Forward planning in consultation with the teacher is essential will ensure appropriate materials are available to supplement visual experiences: The planning will include for example the provision of 3D materials and verbal descriptions of objects and activities as needed.

**Ensuring the safety and general wellbeing of the visually impaired child.**

It is essential that we are sensitive to the need for the pupil to be as independent and included as possible in all aspects of classroom life. However, the Keyworker will need to be aware of all potential hazards and alert the visually impaired pupil accordingly. For example, introduce new, unfamiliar or changed situations in a systematic way, providing close supervision and sighted guiding as necessary. Examples of such circumstances are technology and science lessons and physical activities or change to school routine.

## About You

You will have:

- A recognised level 3 qualification in Child Care / Educational support
- Attended Inset relevant to job and – in the case of those working with particular SEN pupils – to have become skilled in dealing with particular areas of special need though attending LA and other provider specialist training

- Experience of working with or caring for children and young people.
- Experience of talking to and working with parents
- Sound knowledge of one or more areas of special need (depending on setting) and Code of Practice for SEN
- Knowledge of how children learn and how to create and maximize learning opportunities
- An awareness of the Children's and Families Act 2014.
- Ability to use ICT effectively to support learning and provide access to the curriculum.
- Commitment to meeting the need of pupils with sensory impairments in mainstream schools.
- The ability to work as part of a team
- Excellent inter-personal skills.
- Well-developed oral and written communication skills.
- Ability to accurately record information and data that contribute to a pupil's development.

A full current driving license and daily use of a car is required for this post

Date prepared/revised: 5/8/24

Prepared/revised by: Diane Matthews

Job Evaluation:

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.  
To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.