



## Your job

**Job Title: Sensory Specialist (HLTA)**

**Service: Specialist Sensory Education Team**

**Grade: 7**

**Reporting to: Specialist Sensory Education Team Manager**

To work alongside the Specialist Education Team (SSET) teachers in order to support and promote learning, attainment and access to the learning environment.

To ensure the Curriculum is accessible by adapting teaching materials as appropriate.

To develop and implement individual support programs together with the relevant Specialist Teacher.

To support and implement the Curriculum Framework for Children and Young People with a Vision Impairment.

Promote and develop positive relationships between pupils, parents, schools and wider multi-agencies.

### **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

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## **In this job you will:**

In the next 12 months, you will:

- Be proficient in Contracted Braille (Grade 2) in order to transcribe and prepare resources at this level.
- Have completed a full induction into Wigan Council including the My Time and My Time extra process.
- To have completed training on and be proficient in the use of assistive technology for both Braille and low vision
- To have completed training and be proficient in adapting curriculum resources.

On an ongoing basis you will:

- Work cooperatively with colleagues to provide support for children and young people
- Contribute to SSET development plans and to the delivery of the strategic aims
- Promote effective policies and practices in relation to SEND
- To differentiate lessons delivered by the class teacher to ensure the pupil has full access.
- To undertake and ensure that effective home school liaison takes place. This communication may need to be undertaken in an alternative format.
- To prepare teaching and learning materials in alternative formats as appropriate. In order to do this the postholder is expected to manage their own workload of adaptation to ensure all deadlines are met.
- To advise/work alongside teaching and outside agencies' staff in the general development of children and young people and to assist in the implementation of programmes under their direction.
- Day to day care and testing of specialist aids or equipment such as hearing aids, cochlear implants, radio aids, Brailnotes (after receiving specialist training) and support children and their families in their use.
- To assist in the training of school staff on the specific curriculum adaptation requirements and social needs of the child or young person
- Maintain records in an agreed format. Preparing reports and entering outcomes of visits on specialist software if required.
- Take part in monitoring, evaluation and development of the Specialist Sensory Education Team
- Contribute to team meetings

- Participate in training and other learning activities as may be reasonably directed.
- To be a key partner in the reviewing and development of a child or young person's individual support planning
- Maintain accurate records of sessions delivered, adapting, making and ordering specialist resources where appropriate monitoring stocks of materials
- To support individual children and young people with vision impairment and/or hearing loss by enabling access to as many of the curriculum as is practicable. This role may require the post holder to act in a number of roles for example
  - To explain and support learning activities in the classroom/setting
  - To train and guide school staff in the adaptation of materials and how to support the child or young person with a sensory impairment
  - Implementing mobility and independence programmes under the direction of the mobility and independence officer
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

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## **In this job you will need:**

You must be able to demonstrate the following essential requirements:

- Experience of supporting pupils with a hearing loss or vision impairment.
- Experience in producing adapted curriculum materials.
- Experience in helping to devise and monitor pupils' individual support plans.
- 3 GCSE at Grade C or above (or equivalent) including English and Maths
- Ability to use IT effectively.
- Ability to communicate effectively (verbally and in written form) with other staff, schools and external organisations.
- Knowledge and understanding of Safeguarding/child protection.
- Ability to work accurately under pressure and to tight time constraints.
- Able to work independently and flexibly.
- Ability to organise workload and set own priorities.
- Ability to identify own training and development needs and how to address them.
- Ability to relate well to children and adults.
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities.

- Hold a current driving licence or can demonstrate the ability to travel as required using own or public transport in the most effective manner.

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## Our Culture

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

<b>Be Positive</b>	“ Take pride in all that you do and support and develop yourself and others. ”
<b>Be Accountable</b>	“ Be responsible for making things better, enabling change and supporting improvement. ”
<b>Be Courageous</b>	“ Be open to doing things differently and working collaboratively with others. ”
<b>Be Kind</b>	“ Be helpful, generous and thoughtful towards yourself and others. ”