

# **Specialist Teaching Assistant with responsibility for preparing Braille resources**

## **To Support Visually Impaired Student requiring Braille Resources**

Salary: £12,961 - £14,196 (28.4 hours per week, term time only)

To start full time in September 2017 but paid for two hours weekly from March 2017 to complete Braille training

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

To work under the guidance of the class teacher/specialist teaching staff and within an agreed system of supervision, to implement work programmes for the visually impaired child, in or out of the classroom. This will entail detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/ preparation of resources.

#### Support for pupil

- Use specialist skills/training/experience to support the pupil
- Assist with the implementation of the EHCP
- Establish a productive working relationship with the pupil, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of the pupil within the classroom
- Support the pupil consistently
- Encourage the pupil to interact and work co-operatively with others and engage in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to the pupil in relation to progress and achievement

#### Support for teacher

- Work with the teacher and VI Advisory teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans and resources as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and recording of achievement against pre-determined learning objectives and report back to the teacher

- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage the pupil to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed

### Support for curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Support the use of ICT in learning activities and develop the pupil's competence and independence in its use
- Help the pupil to access all learning activities so he has full access to the curriculum
- Determine the need for, prepare and maintain general and specialist equipment and resources

### Specific Skills required

- Establish effective professional working relationships with personnel from the VI Service and School setting and where appropriate with other agencies.
- Be willing to undergo training:-
- Braille Grade 2 essential / VI Service in-house courses / on how to use specialised equipment – laptop / braille / tactile diagrams.
- High level of ICT skills and knowledge
- Ability to relate well to children (caring attitude) and adults
- Has sound speaking and listening skills to extend concepts and language in discussion with the child
- Has some understanding of visual impairment or special educational needs generally and associated social, emotional and behavioural impact
- Adapt, modify and re-format standard learning resources into Braille, tactile diagrams or other media appropriate to pupil needs to facilitate full curriculum inclusion.
- Organise and plan compensatory activities for a pupil with visual impairment to enhance life skills and the curriculum. (Support mobility training / Independent living skills).
- Implement agreed learning activities/teaching programmes adjusting activities in accordance to the visually impaired pupil's needs.
- Plan, organise, record and maintain Braille reading schemes to ensure a child's progress and advise teachers on progress.
- Organise all specialist resources.

- Assist in the care and maintenance of specialist equipment.
- To ensure equal opportunity is afforded to all persons, actively seeking to eliminate any direct or indirect discriminatory practice/behaviour.