

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Teacher of Children with a Visual Impairment
<b>Grade</b>	Part time 0.6 TMS UPS + SEN 1 or 2 Allowance (SEN 2 if / when fully qualified)
<b>Service</b>	Sensory Team
<b>Reports to</b>	Joanne Appleton – Sensory Team Lead
<b>Location</b>	Cannon Park Annexe
<b>Job Evaluation Code</b>	Ref: R651263798 Post number 1007525



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

To provide specialist teaching and advisory support for children and young people (CYP) with a visual impairment in educational settings and homes to enable the children to access an appropriate inclusive education.

To support the inclusion within schools and colleges of children and young people with a vision impairment. This will be achieved by the provision of advice, information, direct skill teaching and training in the use of assistive technology.

## Main Duties & Key Accountabilities

### Core Knowledge

- To undertake the professional duties of a teacher in accordance with the School Teachers Pay and Conditions Document.
- To use appropriate tools and observations, and interpreting and drawing on the specialist assessment of others such as orthoptists, ophthalmologists and optometrists and report to parents, teachers and other professionals the results of assessments
- To assist in the visual assessment of new referrals.
- Use the information gained from assessment and other sources to set targets, plan teaching approaches that promote access to learning and participation and that will help learners with VI make good progress.
- Use appropriate approaches, strategies and interventions to enable learners with VI to acquire key literacy, mathematical and ICT skills, and how to implement these (if a qualified teacher of the VI)
- To provide specialist teaching on a peripatetic basis to settings and homes to identified CYP with a visual impairment.
- To advise and liaise with teachers, support staff in educational and early years' settings and families on the educational management of CYP with a visual impairment and to maintain routine contact with educational staff and families.
- To advise and liaise with teachers, support staff in educational and early years' settings and families and a wide range of other professionals on the educational implications and management of CYP with visual impairment. Advise on the potential impact of sight loss on the learning and achievement of learners with VI, and how teaching, learning and assessment can be adapted to enable them to make good progress

- To advise on the use of specialist equipment including individual vision aids, to ensure appropriate skills training for children and to ensure routine maintenance of such equipment.
- Select and use the most effective approaches, eg visual, oral/aural, tactile and kinaesthetic (including Braille) , to enhance communication and learning
- Use a range of ICT hardware and software to help assess the needs of learners with VI and to support their learning
- To monitor and maintain records of all involvement educational progress and achievement with individual children, educational settings, families and other agencies.
- Prepare and write accurate assessment reports that can be understood and used by teachers, other professionals, parents/carers and, where appropriate, learners with VI (including contributions to My Support Plans, statutory assessments and annual review procedures)
- To promote excellent relationships with parents and professionals involved in the education of CYP with a visual impairment.
- To promote the inclusion of CYP with a visual impairment and develop positive relationships between learners with VI and their peers using effective, sensitive strategies to raise awareness of vision impairment.
- To encourage and support learners with VI to be independent learners and understand the impact of all degrees of vision impairment, on the physical, cognitive, emotional and social development of learners with VI and on their families.
- Provide opportunities for learners with VI to develop positive self-esteem, emotional well-being and self-advocacy skills.
- To use effective strategies to promote positive behaviour, manage difficult situations and resolve conflict.
- Respond to the needs of learners with VI in ways appropriate to their age, developing their self-esteem and sense of identity as they move into adulthood.
- To promote the wellbeing, independence, social and communication and independent living skills of VI children and young people alongside other professionals such as Habilitation Officer.
- Plan for transition and opportunities for school leavers with VI ensuring that learners with VI have high expectations. for what they can achieve and understand any implications that sight loss may have on their future career choices
- To promote awareness of the needs of CYP with a visually-impairment including through INSET for other professionals.

- To take part in professional development activities related to the above duties as required by the Lead Professional- Visual Impairment, in line with the National Teaching Standards
- To contribute to the overall development and management of policies and practices within the Sensory Team
- To undertake all duties related to the post in a manner concordant with Coventry City Council policies regarding SEN and Inclusion.
  
- To undertake other duties related to the educational support of CYP with a visual impairment commensurate with the post of Teacher of the Visually-Impaired as required by the Sensory Lead Professional Visual Impairment
  - Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> <ul style="list-style-type: none"><li>• Families of CYP with VI</li><li>• Educational and Early Years Settings</li><li>• Healthcare Professionals</li><li>• Third Sector Organisations</li></ul>	<b>Internal</b> <ul style="list-style-type: none"><li>• SEND Teams</li><li>• Council Educational Teams</li></ul>
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

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<b>Knowledge</b>	
A firm knowledge of educational principles and curriculum management including in relation to SEND and Inclusion and the Early Years.	
A good understanding of the implications of sensory need combined with other additional needs	
A good understanding of the general cognitive and linguistic development of children.	
A thorough working knowledge of national legislation local policies, procedures and guidelines, relating to CYP with special educational needs and disabilities including the SEND Code of Practice and the Children's and Families Act,	
A thorough knowledge regarding the educational implications of a visual impairment (If Qualified Teacher of the Visually Impaired QTVI)	
A thorough knowledge of specialist intervention strategies required to facilitate access to the curriculum for visually impaired children	
Understand the potential impact of sight loss on the learning and achievement of learners with VI, and how teaching, learning and assessment can be adapted to enable them to make good progress	
Know how to encourage and support learners with VI to be independent learners and young adults.	
<b>Skills and Abilities</b>	
Evidence of success when teaching children and young people, including those with special needs and/or a visual impairment	
Establish positive, respectful, trusting, supportive and constructive relationships with colleagues, learners with VI and their families	
Flexibility in responding to the changing needs of children with a visual impairment and families	
Willingness to take initiative, responsibilities and contribute to overall service development.	
Excellent communication and inter-personal skills when dealing with children, schools, parents/carers and other agencies.	
Excellent IT Skills- to support visually impaired children and young people in their learning	
Consistently reflects the highest levels of professionalism and is a role model, at all times.	
Commitment to the City Council's policies regarding SEND and Inclusion and Equal Opportunities	



<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Successful record of recent teaching experience of mainstream or special school, including children with special educational needs and or a visual impairment</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of successful collaborative working with other agencies and close working with parents/carers</li> </ul>	
<ul style="list-style-type: none"> <li>• Successful experience of delivering and evaluating training</li> </ul>	
<b>Qualifications</b>	
Qualified Teacher Status	
<p>A further mandatory teaching qualification for Teacher of the Visually Impaired, or a commitment to undertake specialist mandatory QTVI training. If a mandatory course is funded by the service a sponsored employee will be required to commit to completion; and to remain with the service for a minimum of two years' following completion, in accordance with Coventry City Council's Training and Education Scheme. Otherwise the employee will be liable for the repayment of course costs. Exceptional circumstances will be considered by the Head of SEND Specialist Services.</p>	
Braille to UEB Grade 2 or willingness to learn (training will be provided)	
<b>Special Requirements</b>	
<ul style="list-style-type: none"> <li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> <li>• Driving Licence will be subject to checking with DVLA. It is council requirement to have Business Use Car Insurance and a Valid MOT Certificate (for cars over 3 years old) If the postholder does not hold a driving license they must be able to make their own arrangements for travel to fulfil the requirements of the post. Casual car allowance</li> </ul>	

<b>Date Created</b>	November 2024	<b>Date Reviewed</b>	
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