

Job Description

Teaching Assistant (for named student with Visual Impairment)

The Futures Trust and President Kennedy School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	SENCO
Grade	Grade 3 (pro rata salary £16,356 - £17,357 per annum)
Hours	37 hours per week Term Time only plus one week (39 weeks)
Location	Based at President Kennedy School

It is an occupational requirement that the jobholder is female, as the role requires the provision of personal care and assistance for a female student.

Job Purpose

Working with colleagues and relevant professionals:

Support and contribute to the education and development of a student who is blind by providing appropriate opportunities, care and supervision, ensuring that the student is able to safely access all aspects of School life, and is able to achieve their full potential during their time at President Kennedy School.

Duties and responsibilities

Under the direction of a qualified Teacher or Designated Supervisor, and with additional support and advice from a Qualified Teacher of Children with Visual Impairments (QTVI) and habilitation specialist.

- Plan and provide individual support to named student.
- Supervise and support the teaching activities of the student, including in group settings, to ensure their safety and facilitate in their physical and emotional development.
- Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of the named student.
- Monitor the student's progress, achievement, problems and condition, reporting to the responsible teacher as appropriate.
- Use appropriate skills when actively engaged in the pre-determined educational activities and work programmes to encourage the intellectual and social development of the student.
- Assist the teachers in the development and implementation of Individual Education Plans and Personal Care Programmes for the student.
- Explain and discuss curriculum content in order to ensure the student's understanding of tasks and information

- Liaise with mainstream staff in order to ensure effective support and curriculum management

Plan and provide direct tutorial support on an in-class and withdrawal basis

- preparing/adapting materials designed to meet individual needs using:
 - Braille resources
 - Tactile adaptations
 - Auditory Methods
 - Transcription of Braille materials produced by students.
- Use of specialist VI equipment e.g using a Braille Notetaker, Perkins Brailier, Zychem fuser and IT equipment (Training will be given in the use of this equipment).
- Ensure prompt maintenance and repair of all specialist VI equipment
- Support the student in the development of their independent learning, social and mobility skills, following advice given by the habilitation specialist.

Working with staff:

1. Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for the student.
2. Use strategies in liaison with the teacher, to support the student to achieve learning goals.
3. Establish a constructive relationship with the student providing feedback to them in relation to progress and achievement as directed.
4. Prepare and maintain equipment and teaching resources for lessons and activities including the control of specialist stock within the classroom.
5. Undertake supervision and discipline of the student within the procedures of the school, providing detailed and regular feedback as appropriate.
6. Promote student independence in learning, social and mobility skills, reinforcing the student's self esteem through praise and encouragement, setting challenging and demanding expectations and promote self-esteem and independence.
7. Ensure that the student is able to safely use equipment and materials provided.
8. Provide support for access to curriculum through tactile and auditory means
9. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
10. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
11. Assist the teachers with the administration of assessments.
12. Support the use of ICT in learning activities and develop the students' competence and independence in its use.

13. Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of student's work.
14. Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of the student which may include changing for P.E, use of toilets and first aid.
15. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
16. Support and contribute to the overall ethos/work/aims of the school.
17. Assist with the supervision of the student outside of lesson times, including before and after school and during lunchtime.
18. Assist with group activities within and away from the classroom/school, such as P.E, swimming, educational visits.
19. Attend and participate in relevant meetings as required.

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974</p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p>Health and Safety</p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.</p>
<p>Confidentiality and Data Protection</p> <p>The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.</p>

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Neil Clayton

Date: May 2021