



Coventry City Council

## Job Description

<b>Post:</b>	Teaching Assistant- Visually Impaired Children	<b>Job Number:</b>	
<b>Service:</b>	Sensory Team	<b>Post Number:</b>	025066
<b>Location:</b>	Cannon Park School Annexe	<b>Grade:</b>	4

### 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.

### Job Purpose:

- To prepare for and facilitate the fullest possible inclusion of children with a visual impairment 0-19 within their educational peer group.
- To support children with visual impairments, implementing touch typing and Braille programmes, and modification of curriculum resources and developing visual skills.

### Main Duties and Responsibilities:

Under the guidance of a qualified teacher of the visually impaired:

- To work as part a team to support children with a visual impairment in a variety of settings around the Coventry including family homes, early years settings and schools
- to provide individual support to identified children, implementing touch typing programmes and knowledge of keyboard short cuts
- to support identified children in the development of pre Braille and Braille skills
- to develop materials designed to enhance their visual skills, general development and access to the curriculum.
- To preparing adapted materials designed to meet individual needs materials as required including;
  - ~ Re-alignment of original texts for enlargement
  - ~ Word processing of texts for computerised Braille or large character
  - ~ Processing for Braille software
  - ~ Preparation of suitable tactile materials
  - ~ Preparation of texts in electronic format suitable for screen reader
  - ~ Transcriptions of texts in Braille format

#### To assist in the support of children by:

- liaising with mainstream staff in order to ensure effective support and curriculum management.
- providing direct tutorial support on an in class and withdrawal basis.
- ensuring/advising on the effective use, care and safety of specialist technological equipment and low vision aids.

**General duties:**

- to assist in the recording and monitoring of children's progress
- to provide written contributions for review and assessment procedures.
- to attend appropriate meetings as required in negotiation with the Team Lead
- to undertake professional development activities relating to the post
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

**Responsible for:** Supporting Visually Impaired Children and Young People and to prepare for and facilitate their fullest possible inclusion

**Responsible to:** **Sensory Team Lead, Professional Lead Visual Impairment  
Deputy Head-Vision**

**Date Reviewed:** March 2021

**Updated:**



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## Person Specification

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<b>Location:</b>	Cannon Park School Annexe	<b>Grade:</b>	4

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>An understanding of the current educational organisation and practices within schools</li> </ul>
	<ul style="list-style-type: none"> <li>An understanding of child development and different ways children learn.</li> </ul>
	<ul style="list-style-type: none"> <li>An understanding of how visual skills develop</li> </ul>
	<ul style="list-style-type: none"> <li>An understanding of the implications of visual impairment upon children and their families.</li> </ul>
	<ul style="list-style-type: none"> <li>An understanding of the principles underlying the mainstream inclusion of children with special educational needs</li> </ul>
	<ul style="list-style-type: none"> <li>Confident in using IT, touch typing and keyboard short cuts</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of procedures for safeguarding children</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Energy and enthusiasm in working with children with a visual impairment and/or SEND</li> </ul>
	<ul style="list-style-type: none"> <li>A proficient and confident use of IT and excellent touch typing skills</li> </ul>
	<ul style="list-style-type: none"> <li>High standard of literacy and numeracy skills</li> </ul>
	<ul style="list-style-type: none"> <li>Practical skills to contribute to the preparation and management and adaptation of educational resources</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to access visual information on behalf of a visually impaired child</li> </ul>
	<ul style="list-style-type: none"> <li>To have the ability to manage pupil behaviour effectively</li> </ul>
	<ul style="list-style-type: none"> <li>A creative thinker and flexibility in responding to the changing needs of children</li> </ul>
	<ul style="list-style-type: none"> <li>The ability to accept supervision and respond to instructions, guidance and feedback from others</li> </ul>
	<ul style="list-style-type: none"> <li>Good organisational, communication and inter-personal skills.</li> </ul>
	<ul style="list-style-type: none"> <li>The ability to work as a member of a team and foster positive relationships with a range of other professionals</li> </ul>
	<ul style="list-style-type: none"> <li>To be able to maintain confidentiality.</li> </ul>
	<ul style="list-style-type: none"> <li>Is committed to their own professional development.</li> </ul>
	<ul style="list-style-type: none"> <li>Consistently reflects the highest levels of professionalism and is a role model, at all times.</li> </ul>
	<ul style="list-style-type: none"> <li>Willingness to participate in further training and developmental opportunities</li> </ul>



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	<ul style="list-style-type: none"> <li>• Commitment to the City Council's policies regarding special educational needs and equal opportunities</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Recent experience of working in support of children with SEND and / or a Visual Impairment within an educational setting of two years or more.</li> <li>•</li> <li>•</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Maths &amp; English at Grade C GCSE or equivalent</li> <li>• Braille to UEB stage 2 <b>or willingness to learn</b> (training will be provided)</li> <li>•</li> </ul>
<b>Special Requirements:</b>	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 satisfactory Enhanced Disclosure from the Disclosure and Barring Service.

**Date Reviewed:** March 2021

**Updated:**