

JOB DESCRIPTION

Job Title	Learning Support Assistant (Level 2) (specialism in vision impairments)
Reports to	SENDCo
Job Purpose	To work in partnership with the Class Teacher / QTVI Teacher and use special knowledge and experience to provide appropriate support to students with vision impairments, in relation to their individual abilities. Work may be carried out in the classroom or outside the main teaching area.
Duties	<p>Support to Students</p> <ul style="list-style-type: none"> • Provide pastoral support to relevant student(s), promoting inclusion with teachers and students • Provide structured support, including possible tutorial support, in accordance with specific work programmes, as directed by the SENDCo / Qualified Teacher of the Visually Impaired (QTVI) Teacher, with relevant student(s) • Develop and use specialist knowledge / experience to provide appropriate support to students in relation to their individual needs, adjusting activities to ensure accessibility e.g. produce Braille resources, transcribe print to Braille and Braille to print • Contribute to raising standards by ensuring expectations are set for vision impaired student(s) and appropriate support provided to aid their learning and progress • Support the development of learning plans, focusing on curriculum targets • Support the student's vision, learning and wellbeing in lessons and school trips • Teach aspects of Braille under the supervision of the QTVI Teacher as required <p>Support to the Teacher</p> <ul style="list-style-type: none"> • Supervise vision impaired student(s) for a particular curriculum activity under the supervision and guidance of a qualified teacher, including the QTVI teacher • Actively monitor and support the learning and progress of the vision impaired student(s) in the class • Contribute to development of appropriate resources to raise achievement e.g. produce Braille and transcribe print to Braille and Braille to print • Provide feedback on progress of vision impaired student(s) – to the Class Teacher and / or SENDCo and / or QTVI Teacher <p>Support to the Curriculum</p> <ul style="list-style-type: none"> • Support Class Teachers in developing differentiated work, as needed to meet the needs of vision impaired student(s) • Liaise with subject teachers to adapt their planning for lessons and resources • Highlight student needs to staff and offer strategies, based on personal knowledge • Pre-teach and post-teach concepts as required

	<p>Support to the Learning Support Faculty</p> <ul style="list-style-type: none"> • Monitor and keep accurate and detailed records of support provided to facilitate feedback • Assist with the development, implementation and evaluation of student targets • Assist with escorting student(s) on educational visits • Manage and monitor specific interventions (completion of Pupil Passports as appropriate)
	<p>Support to the School (This list is not exhaustive and should reflect the ethos of the school)</p> <ul style="list-style-type: none"> • Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person, as per the Governing Body's safeguarding policy. • Ensure all students have equal access to opportunities to learn and develop • Liaise effectively with teachers and outside agencies as part of the routine consultative process • Contribute to the overall ethos/work/aims of the school • Attend relevant meetings as required • Participate in training and other learning activities and performance development as required • Supervision of student(s) out of lesson times and at break times • Recognise own strengths and areas of expertise and use these to advise and support others
General	<ul style="list-style-type: none"> • At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures • Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher and Governing Body • The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy <p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p>

The duties attached for this post may be varied from time to time at the discretion of the Headteacher in accordance with the needs of the school, and after consultation with the post holder. The content of this job description will be reviewed on an annual basis in line with the School's performance review policy.

Post Holder signature Date

Post Holder name (in capitals)..... Date.....

Headteacher signature Date

Please return a signed copy of your job description to the Headteacher for retaining in your personal file.