

Job Title: Vision Support Teaching Assistant (VSTA)	Grade/ Level: K	Post Number: EO189
Directorate: Children's Services	Job Family: SEND- Physical, Assistive Technology and Vision Education Support (PAVES)	Date Prepared: 5 th November 2021

Role reports to (Job Title):
Manager of PAVES/ Advisory Teacher for Visual Impairment (ATVI)

Job Purpose:
To support the effective inclusion of blind and visually impaired (VI) pupils in Swindon schools by ensuring that appropriate strategies and adaptations are implemented, allowing pupils full access to the curriculum, in partnership with fellow professionals, parents and/or carers. To promote the social inclusion of blind or VI pupils by offering pastoral support and facilitating good communication between home and school.

Key Accountabilities:

Supporting the pupil

- To know, or be prepared to learn, the braille code including Maths, Science, Music and Modern Languages codes
- To work with the blind child as part of a team of school Teaching Assistants and Specialist Vision Support Teaching Assistants, Habilitation Specialists and Technicians to provide access to the curriculum.
- To transcribe curriculum matter into Braille and diagrams into tactile format as required.
- To transcribe Braille produced by the blind child into text.
- To supervise the blind child when taking part in practical activities where there are implications for Health and Safety to include school trips.
- To liaise with the class teacher to obtain curriculum materials in advance and use initiative and flexibility to solve problems.
- To be IT literate and pro-active in developing use of new technology available to blind children and young people.
- To carry out outreach work under the supervision of the ATVI.
- To support, advise and develop expertise of school-based staff to improve access for students with visual impairments.
- Be committed to developing productive working relationships with children, families, school staff and other professionals.
- To encourage the blind child to work as independently as possible within the bounds of safety

Other duties

1. In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or

comply with their duties under statutory health and safety provisions.

2. Undertake any other duties that can be accommodated within the grading level and nature of this post.
3. To attend relevant meetings and participate in training opportunities and professional

Supplementary Accountabilities:

Job Scope: Number and type of jobs managed:

N/A

Job Scope:

Budget:

Assets:

Typical tasks supervised/allocated to others:

Knowledge and Experience:

Minimum

1. Good general level of education to include Maths and English GCSE grade 4 or above, or further relevant experience in the absence of formal qualifications.
2. Know, or demonstrate self-motivation to learn, the UEB Braille code using a primer or UEB Online.
3. 2 years experience working as TA or other relevant experience,
4. 2 years experience of:
 - working with pupils with SEN
 - or supervising and delivering a catch up programme
 - or supporting a pupil with complex SEN by modifying and delivering programmes as directed by teachers and other professionals
- 5 Good Knowledge of ICT packages including MS office and email

Preferred

- Experienced contracted (Grade 2) Braille user/has RNIB Certificate in Contracted Braille (UEB)

Training

TAs will be given the opportunity to obtain relevant training.

Decision Making:

To be able to work alone with initiative and to decide on appropriate strategies to be used, and modifications to be made, to curriculum materials – e.g. to decide when to transcribe to braille or provide audio description, when to draw a tactile representation or instead use models or real objects.

Contacts and Relationships:

Vision Support Team of Teachers and Teaching Assistants

Education professionals

Parents

School-based Staff

Pupils

External agencies

Creativity and Innovation:

To be able to modify curriculum materials so that they are accessible to blind or partially sighted children and young people e.g. to prepare a piece of work that includes maps, pictures, text and diagrams using braille and tactile resources in a format that allows the pupil to learn alongside sighted peers

Emotional Demands:

Responsible for individuals/groups of children, some will make emotional demands.

In accordance with the provisions of the GDPR Regulations May 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Swindon Borough Council is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: