



SWINDON
BOROUGH COUNCIL

Role Profile

Job Role:	Visual Impairment Teaching Assistant
Job Family:	Swindon Visual Impairment Support Service
Responsible to:	Head of Service
Line Manager:	VI Advisory Teacher
Hours:	TBA
Weeks per Year:	Working weeks 39 term time only (including TD Days) (paid 44.64)
Salary/Grade:	A or B Grade Range A1-A5 / B1-B5

Job Overview:

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 Responsibilities:

- To transcribe curriculum materials into braille or large print as appropriate
- To prepare curriculum materials such as maps, diagrams and pictures, so that they are in an accessible format for blind or VI pupils
- To know, or be prepared to learn, the braille code including Maths, Science and Modern Languages codes
- To teach or reinforce specific skills, such as braille or typing/ICT, to the pupil(s) from programmes
- To liaise with subject teachers and other relevant school staff to obtain curriculum materials in time to enable good quality adaptations to be prepared
- To supervise blind and VI pupils taking part in practical activities where there are implications for Health and Safety (e.g. PE, Technology, Science, school outings)
- To train blind and VI pupils in the use of ICT equipment and LVAs, so that they become independent in their use
- To encourage blind and VI pupils to work as independently as possible within the bounds of safety
- To provide feedback to schools and families, contribute to reports and recommendations and liaise with other members of the team supporting the pupil(s)
- To learn new skills within the area of specialism and review developments, innovations and changes in the education of the VI through personal reading, networking and attending specialist courses
- Be committed to developing productive working relationships with children, families, school staff and other professionals.

Performance management

- To set objectives in line with the agreed Performance Management policy.
- To agree objectives with the line manager. To contribute to a review of performance against the objectives set
- To benefit from professional development opportunities in line with identified school and professional priorities.

Other duties:

Please note that you may be required to work from different SBC/school sites, as directed by the Head of Service / ATVI.

The post holder may be required to perform duties other than those given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post.

The Head of Service retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.