

## Communication Support Worker VI

### Grade 7

#### **About the Service**

The Specialist Teaching Support Service is a centrally based children and young peoples' service serving Staffordshire.

The Service consists of three teams:

- Deaf / Hearing Inclusion Team
- Vision Inclusion Team
- Autism Inclusion Team

#### **About the Role**

To ensure the special educational needs of Children & Young People with a Vision Impairment (VI) are met within an inclusive mainstream environment that promotes curriculum access helping them to become independent learners.

#### **Reporting Relationships**

**Responsible to:** Under the direction of the Specialist Teachers of the VI and the Deputy Head STSS Team (Lead VI)

**Responsible for:** N/A

#### **Key Accountabilities:**

Under the direction of the Specialist Teacher of VI and Deputy Head Sensory Team (Lead VI), the main duties are as follows:

- To assist the Service and class teacher in the implementation of the pupil's curriculum.
- To carry out, under the supervision and direction of the specialist teacher, bespoke programmes of learning using the pupils preferred format(s); tactile learning aids, Braille, large print or electronic files and to prepare and modify such materials in advance.

- To assist in the implementation of any programmes of support designed by the Specialist Mobility Officer or Specialist ICT Teacher.
- To assist in the maintenance and use of specialist equipment e.g. screen magnification and / or speech to text software, scanners, notetakers, Braille embossers, etc.
- As part of a multi-agency team, assist in maintaining a close liaison with the pupil's parents or guardians.
- To assist the class and specialist teacher(s) in maintaining a written record of activity and progress, recording observations of strengths and weaknesses as appropriate and contribute to reviews as required.
- To support the general care, welfare and safety of the pupil and undertake any specific care needs.
- To carry out small group activities as requested by the teacher, to include the identified pupil.
- To participate in other meetings, parents' groups or in-service training activities as required.
- To support the Team Lead in the development and delivery of commissioning and traded aspects of the service delivery.
- To assist the Service Manager with any other duties that may arise.

## Person Specification

### Qualifications/Professional membership

- A minimum of NVQ Level 2 Child Care and Education or equivalent qualification.
- Accredited RNIB certificate in contracted (Grade 2) English Braille or a willingness to undertake UEB online.
- Educated to GCSE Level C grade of equivalent in Maths and English.

### Knowledge and Experience

- Experience of working in a school or Early Years Setting.
- Experience of working as a Teaching Assistant / equivalent post.
- Experience of working with pupils / students with a visual impairment.
- Evidence of attendance at courses particularly with regards to special educational needs.
- An understanding of the needs of visually impaired pupils

### Skills

- Effective interpersonal skills.
- Excellent IT skills.
- Ability to work on own initiative and as part of a team.
- Flexibility, able to adjust, modify approach and problem solve.
- Willingness to learn new skills.
- Touch typist.
- Willingness to undertake any additional care needs of the pupil.
- Driving licence and own transport. (Special arrangements can apply for people with disabilities)
- Effective organisational skills.

This post is designated as a casual car user

### This post is a Casual Car user

**The content of this Job Description and Person Specification will be reviewed on a regular basis.**