Job Title: Communication Support Worker VI  
Grade: 7

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make courageous decisions
* Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

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

The aims of the post are:

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.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes.

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

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

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme\*** | **Criteria** | **Measured by** |
| **employer_small** | **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. | A/I |
| **employer_small** | **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. | A/I |
| **employer_small** | **Skills**   * Good 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) * Good organisational skills.   This post is designated as a casual car user. | A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting

**Talent & Resourcing on 01785 278300**

**Shared Services on 01905 947446**