

Job Description: Visual Impairment Specialist Support Assistant (part time)

Reporting to:	SENDCo
Location:	Ark Blake Academy, Croydon
Contract:	Permanent
Working Pattern:	2 days per week (15 hours), 39 weeks per year
Salary:	£10,157 (pro rata based on Ark Support Outer London Scale Point 18)

The Role

As a VI Specialist Support Assistant, you will work closely with the SENDCo and Croydon Sensory Support Service to provide outstanding provision for targeted pupils. The pupils you work with may also have additional learning needs including Special Educational Needs and Disabilities (SEND), along with pupils with English as an Additional Language. You will also play a key role within the academy to promote pupil wellbeing.

You will support with the creation of resources and adaptation of curriculum materials. You will be required to support pupils in mainstream classrooms, small group environment and on a one-to-one basis. You will be a champion for the pupils with visual impairment you work with and help enable every Ark Blake pupil on your caseload to achieve their full potential.

Key Responsibilities

- Working alongside pupils with a vision impairment, providing curriculum support as required to promote their visual access and independence. Curriculum support will include working in the medium of Grade 2 fully contracted Braille.
- Producing tactile, large print or Braille materials to support visual access to the curriculum.
- Training and supporting pupils in their use of basic and advanced specialist ICT skills.
- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil response
- Contributing to record keeping relating to pupil development and progress
- Attending and contributing to discussions and meetings/case conferences/pupil reviews as required.
- Promoting the confidence and independence of pupils with a vision impairment
- Supporting the well-being of the pupil
- To support the SENDCo in developing a dynamic, welcoming and effective Access and Inclusion department for all
- To produce brailled resources
- To maintain the VI resources in the school and ensure they are stored appropriately
- To train staff in VI resources/equipment as and when required
- To have a thorough understanding of all Special Educational Needs and how to best meet the learning needs of pupils with VI who also have SEND
- Liaising with curriculum teachers to ensure effective information sharing
- Maintaining contact with parents and carers to foster a positive relationship with the academy
- Reporting to the SENDCo on students' progress
- Running extra-curricular clubs and classes which contribute to students' aspiration and achievement
- Working cooperatively with Access and Inclusion colleagues to ensure the success of all students identified as needing intervention.

Supporting/Tutoring Responsibilities

- To track the progress of targeted pupils including attainment, behaviour and attendance
- Support the SENDCo with identification of learning needs

- Nurture every pupil's intellectual curiosity, asking pertinent questions to deepen pupils' understanding
- Systematically check pupils' understanding and act to correct any misconceptions

Culture and ethos

- To be an integral part of the Wellbeing Team and embrace the opportunity to develop a world class provision
- Adhere to the school's behaviour management policy, ensuring school systems are followed consistently and in a kind and respectful manner
- Develop strong partnerships and ensure regular communication with parents
- Complete duties around the school, modelling best practice for all staff

Other

- Carry out other reasonable tasks as directed by the SENDCo

Person Specification: Visual Impairment Specialist Support Assistant (part time, 0.4)

Qualifications

- GCSE English and Mathematics Grade C or above
- First Aid qualification (desirable)

Knowledge, Experience and Skills

- Proficient in braille – Grade 2 fully contracted
- Excellent knowledge of visual impairment and strategies to best support pupils with VI
- Skilled in use of VI equipment
- Excellent communication, planning and organisational skills
- Excellent interpersonal skills and confidence to speak with all members of the school community
- Experience of working with SEND pupils preferable

Personal Characteristics

- Genuine passion and a belief in the potential of every pupil
- Flexibility, proactivity and a willingness to change approaches when necessary
- Deep commitment to Ark's mission of providing an excellent education to every pupil, regardless of background
- Effective team member
- High level of self-awareness and self-management in stressful situations
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Commitment to regular and on-going professional development and training
- This post is subject to an enhanced Disclosure & Barring Service check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to

an enhanced Disclosure and Barring Service check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.
