

Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	Inclusion Service
POST:	Outreach Learning Support Officer – Visually Impaired
GRADE OF POST:	Grade 7
RESPONSIBLE TO:	Specialist Teacher – Visually Impaired

JOB PURPOSE:

Under the instruction (not necessarily direct management) of teaching / relevant staff to undertake a range of support programmes to enable access to learning for children and young people with a visual impairment.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Supervise pupil(s) with a visual impairment during and between lessons. This will include maintenance of required equipment in use.
- Undertake structured and agreed learning activities and programmes, adapting or modifying where required enabling pupil access to learning under the direction of the specialist teacher and/or class teacher.
- To provide outreach support to pupils as required according to their specialist needs and requirements, including home visits and pre-school settings.
- To contribute to the planning and evaluation of learning programmes for individuals and/or groups adjusting the targets and activities as appropriate and create and maintain a purposeful, inclusive and supportive environment.
- To support provision for pupils with a visual impairment which include, personal and social emotional needs, including toileting.
- Provide objective and accurate feedback and reports on pupil progress and other matters as required. Contributing to reviews and panel meetings as necessary.
- To participate in CPD activities as agreed with the manager in line with BCBC CPD policy. This will include assisting with the induction, training and monitoring of other staff when and if required.

- To promote the independence, inclusion and equality of children and young people with learning visual impairment needs in Bridgend County.
- Maintenance of specialist IT equipment ensuring it is in good working order.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification

Outreach Learning Support Officer – Visually Impaired

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential Yes.

Attributes	Requirements	Essential	Method of Evaluation/Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • QCF Level 3 for Teaching Assistants or equivalent. • Registration with the Education Workforce Council. • Recognised Braille qualification or a commitment to undertake training in Braille leading to a recognised qualification. • First Aid training or willingness to undertake any relevant training. • Child Protection Awareness training. • Willingness to undertake training in preparing tactile resources and in the use of specialist equipment and software, including the preparation of Braille resources in English and Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working with children/young people with additional needs; experience of working with a children and young people-with a visual impairment. • A basic understanding of the principles of child development and learning processes as well as a general undertaking of national / foundation stage curriculum. • Experience of modifying and preparing lesson materials including modifications, adaptations, Audio formats and Braille. • Understanding of classroom roles and responsibilities and your own position within theses. • Experience of acting as a Practical Assistant. • Understanding of strategies used and recommended by a Mobility Officer. • Experience of using specialist IT equipment essential to the accessibility 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation/Testing
	requirements of pupils with a vision impairment.		
Skills & Personal Qualities	<ul style="list-style-type: none"> • Good numeracy and literacy skills. • Effective use of higher level ICT to support learning and accessibility. • Ability to work constructively as a team. • Ability to form communicate effectively, both verbally and in writing, to all staff including QTVI, children, parents and carers. • Ability to communicate clearly and effectively relating well to children and adults. • Ability to alter or adjust targets and activities according to the needs of the pupils with a visual impairment. • Ability to deliver Pre Braille/Braille programmes under supervision and make modifications to materials. • Ability to contribute to the planning and evaluation of programmes and to monitor progress against the plans. • Full driving licence is required and use of own vehicle during working hours. • The ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.