

Job Description

Role:	Specialist Emmaus Support Assistant – VI	Salary Range:	3	Notice Period:	One Month
Line Manager:	Head of VI Department/SENCO	Head of Faculty:	Business Manager		

Role Purpose

The role purpose for all colleagues who work in the **VI Department** is to ensure that it is a positive, student-centred learning environment which reinforces the school's key messages of academic excellence and impeccable behaviour and to aid the integration of specific pupils with vision impairment within the school.

Catholic Purpose

All staff must understand the nature and purpose of Catholic education and know that their first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. All staff must ensure that this Catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

1. Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
2. Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
3. Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.
4. Work with determination to inspire, support and serve others, going the extra mile when required.
5. Protect the dignity of others through actions, interactions and decision and ensuring confidentiality at all times.
6. Demonstrate a willingness to challenge and develop personal knowledge and skills through CPLD.

Duties & Responsibilities

- To work under the guidance of the Qualified Teacher for Vision Impairment (QTVI) and the SENCO in St. Paul's Catholic School
- To liaise with VI Department staff and teachers in the organisation and support of children and young people with Vision Impairment (VI)
- To support pupils with VI to access the curriculum and enhance personal development and independence by removing barriers to Learning
- Support teaching staff to include individual pupils with VI in the classroom through use of appropriate strategies and adapted and modified resources
- To support individuals with VI with their learning, use of modified materials, assistive technology and specialist equipment and provide practical assistance
- Ensuring safeguarding processes are adhered to
- Support with the teaching and learning of Braille and tactile skills

Supporting the Pupil:

- To develop an understanding of the specific needs of the children and young people with vision impairment
- To establish a supportive relationship with the children and young people with vision impairment
- To encourage acceptance, inclusion and participation of the children and young people with vision impairment
- To use methods of promoting / reinforcing the children and young people's self-esteem and well-being
- To aid the child / young person with vision impairment to learn and interact with others as effectively as possible inside and outside the classroom
- To be a sighted guide for students with vision impairment, where required

Supporting the QTVI:

- To provide regular feedback about the child/young person to the QTVI
- To assist the QTVI and VI Administrators in the development of suitable materials for the child / young person with vision impairment
- To deliver the programmes of work set out by the QTVI
- To contribute to the maintenance of records of progress for the child / young person with vision impairment
- To report any specialist equipment and assistive technology issues

Safeguarding

- Promoting the welfare of children and young people at all times
- Reporting child protection and safeguarding concerns through the school's processes and procedures
- Committed to supporting the Prevent Duty identify risks and prevent radicalisation and terrorism
- Responsible for immediately declaring changes in personal circumstances which may impact on the ability to safeguard others including criminal offences and situations which may cause the school or church to be brought into disrepute; or raise question as to the suitability of working with children
- Adhere to DBS renewal requirements and respond to these requests in a timely manner
- Ensure annual safeguarding training

General

- To work as an effective member of the Emmaus team and to promote team-work at all times
- Work within, and believe in the Christian values of love, care and forgiveness, reflecting these in all your actions, decisions and interactions with others
- Observe good working practices, model exemplar professional conduct, adhere to health and safety regulations and manage oneself and all professional duties in accordance with statutory duties, requirements and expectations for those working in the public sector
- Exercise flexibility in working hours / days in carrying out your own duties for the benefit of others, acknowledging the changing demands and exceptional circumstances which arise when working with people
- Maintain confidentiality in all your duties and ensure integrity in your actions and adherence to GDPR and safeguarding requirements. Acknowledge the severity and impact of your actions should these not be adhered and the consequences which will be implemented
- Consider your social media presence and remember that whilst employed at St. Paul's you are representing the church, our school its mission and ethos
- Observe, adhere and actively implement the policies, procedures and regulations in place at the school to maintain the safety and well being of all stakeholders
- This job description allocates general duties and responsibilities, not specific tasks undertaken, nor the particular amount of time to be spent on carrying them out. Your professionalism, self-management, ability to manage a good work life balance and your knowledge of the support mechanisms and benefits in place to enable you to achieve this are your responsibility

- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St. Paul's Catholic School for the continuous delivery of education, the welfare of our pupils, the well-being of our staff and in response to local, national and international situations which impact on the day to day activities of the school

Declaration

I hereby confirm that I have read and understood the contents of this Job Description. I acknowledge and understand that my ability to deliver the expectations outlined in this document will be achieved through my partnership with the school, my own personal and professional management and with the support of the Schools leadership structure. I understand that I must seek support when needed, and note that the school will do everything it reasonably can to ensure I am successful in this role whilst working with me to achieve.

Name: **Signed:** **Date:**