

## # Role Specification – Teaching Assistant, VI team Grade 3

| Essential Requirements  |                            |
|---|----------------------------|
| <b>Qualifications:</b> <ul style="list-style-type: none"> <li>High standard of literacy &amp; numeracy including GCSE passes (4 to 9/or Grade C and above/or equivalent) in Mathematics and English Language.</li> </ul>  | Application Form Interview |
| <b>Experience of:</b> <ul style="list-style-type: none"> <li>Manage own workload and meet tight deadlines.</li> </ul>   | Interview                  |
| <b>Knowledge and understanding of:</b> <ul style="list-style-type: none"> <li>Microsoft Office applications and Microsoft Teams.</li> <li>Equal opportunities and diversity in all aspects of work.</li> </ul>  | Interview                  |
| <b>Ability to:</b> <ul style="list-style-type: none"> <li>Work with children who have Vision Impairment within a school or college setting.</li> <li>Use Duxbury Braille Translation software and Braille embosser.</li> <li>Use a range of access technology and software packages specific to the needs of children and young people with vision impairment e.g. SuperNova, BrailleNote Touch.</li> <li>Read and produce materials in Unified English Braille and be willing to learn other codes (e.g. music, maths, science, computer) as required.</li> <li>Work within the United Kingdom Association for Accessible Formats guidance and apply it in the production of modifying and adapting curriculum materials.</li> <li>Attend meetings away from the normal office base and work flexibly.</li> <li>Take an active role in advising or contributing towards the training of a wider range of staff in school.</li> <li>Take an innovative and creative approach to the modification and adaptation of learning materials required to support the child or young person with vision impairment's access to the curriculum</li> <li>Motivate and support children, families, school staff and colleagues.</li> <li>Develop effective working relationships with staff in schools.</li> <li>Understand the needs of parents and children in provision of effective support, operating in a person-centred manner.</li> <li>Demonstrate excellent inter-personal skills.</li> <li>Demonstrate self-motivation and work independently.</li> </ul> | Interview                  |