

The City of London Academy Highbury Grove

Visual and Hearing Impairment Support Worker

Local Government Pay Scale: Scale 4, Range 18 - 21, £21,810 - £23,610 pro rata (£18,823 - £20,377)

Full time, Term time only

Already the country's best performing Trust for the new Progress 8 measure at KS4, the City of London Academies Trust is driven by ambition: to deliver world-class results as we combine the heritage and tradition of the City of London with creativity and innovation. We have a proven track record of school improvement, offering students an exciting curriculum and opportunities to perform, showcase their talents and experience the world of work outside of the classroom.

Highbury Grove School will join the Trust in September 2017. Following a disappointing Ofsted inspection in December 2016, the senior team and governors seek to restore the school's positive ethos in partnership with other City of London Schools. We know that only high calibre staff can rise to the challenge and contribute to the long-term objective, providing creative teaching, nurturing students' abilities, and showing ambition for their own career as well as the students'.

As Visual and Hearing Impairment Support Worker you will be joining our strong and supportive Student Support Department contributing to creating the conditions for all our students to experience success. You will be required to work closely supporting students and will need to have good rapport and an understanding of each individual's needs.

The work is complex and requires exceptional team working skills, an understanding of integrated ways of working and an absolute commitment to early intervention excellence for children and families. There is personal autonomy and team members are expected to act upon their own initiative, manage their own time effectively and proactively contribute to innovation within the scope of their role.

We're committed to providing first-rate training and development to all of our staff, as well as excellent career advancement opportunities within this evolving Trust. You'll find high expectations here too; we expect the kind of exemplary conduct from students that allows our teachers to do their jobs as effectively as they can.

This is an exciting time in the school's journey to re-establish itself as an excellent provider of high-quality education, and with the changes come opportunities. We have a clear plan of improvement which requires staff who are energetic and have a desire to take on the challenge under the experienced leadership of the CEO, Mark Emmerson, and the Executive Principal, Clare Verga. In this post you will play an instrumental role in school improvement, developing whole-school systems and ensuring that the school is outstanding in every category within three years. You will be working with a team whose mission it is to embed excellence in everything we do.

If you would like to build your future with us and be part of this exciting journey, please visit www.highburygrove.islington.sch.uk to download a job pack and application form. Completed forms should be emailed to hr@highburygrove.islington.sch.uk.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process an enhanced Disclosure and Barring check will be required.

Closing date: 9.00am Thursday 17th August 2017. Interviews will take place on Thursday 24th August 2017.

Visual and Hearing Impairment Support Worker job description

Post:	Visual and Hearing Impairment Support Worker
Grade	Scale 4, Range 18 - 21, £21,810 - £23,610 pro rata (£18,823 - £20,377)
Responsible to:	SENCO
Working time:	Full time, Term time only

Principal Accountabilities

The duties outlined in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Job summary

To provide physical and educational support to Visually and Hearing Impaired children in a school setting. To facilitate access to the curriculum by explaining visual information and the physical setting and implementation / preparation of alternative teaching strategies and support materials.

Key Tasks

- ! To provide physical and communication support using modes of communication appropriate to the individual needs of the child
- ! To provide communication support to enable full access to the curriculum and any extra curricula activities e.g. lessons, assemblies, parents' evenings, reviews and visits
- ! To provide support in a manner which facilitates the child's cognitive development by removing barriers to learning
- ! To clarify, modify and adapt materials to an appropriate level according to need
- ! To assist in the production of appropriate teaching materials
- ! To contribute to the target setting and review process and support pupil in meeting specific targets of IEP.
- ! To maintain and monitor the use of specialist equipment and promote optimum use of specialist equipment in all settings
- ! To liaise with staff, parents and relevant professionals e.g. Qualified Teacher of the Visually Impaired, and to attend planning meetings as appropriate
- ! To undertake relevant training as part of continuing professional development
- ! Attend all staff meetings and supervision sessions
- ! To maintain appropriate records of work and progress
- ! To promote the pupil's inclusion within the school
- ! To promote the pupil's independence skills in communication, learning and social skills

Key Organisational Objectives

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation and confidentiality
- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- At all times operating within the school's Equalities policies.
- Commitment and contribution to improving standards for pupils as appropriate
- Adopting Customer Care and Quality initiatives
- Fulfilling the role of Student Personal Adviser and/or mentor if required

- Contributing to the maintenance of a caring and stimulating environment for young people
- At all times the postholder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue:

Signature of Post holder:

Signature of Principal:

Person specification

	Essential	Desirable
Qualifications		
GCSE grade C or above in Maths and English (or equivalent)	<input type="radio"/>	
Educated to degree level or equivalent		<input type="radio"/>
Experience		
Experience of using Microsoft Office Suite	<input type="radio"/>	
Experience of working with young children and their families in a multicultural environment	<input checked="" type="checkbox"/>	
Experience of developing and delivering individual education programmes for children with specific needs	<input checked="" type="checkbox"/>	
Experience of developing and delivering individual education programmes for children with specific needs.	<input checked="" type="checkbox"/>	
Experience of working with a Visually and/or Hearing Impaired Children	<input checked="" type="checkbox"/>	
Experience of tracking progress of Visually and/or Hearing Impaired Children in and out of class	<input checked="" type="checkbox"/>	
Experience of setting up and running a range of administrative systems		<input checked="" type="checkbox"/>
Experience of liaising with multiple agencies in order to provide individualised support packages for students and communicate changes with teachers	<input checked="" type="checkbox"/>	
Experience of developing banks of resources for students and teachers		<input checked="" type="checkbox"/>
Experience of contributing towards the Assess-Plan-Do-Review cycle		<input checked="" type="checkbox"/>
Understanding of the SEND Code of Practice 2014		<input checked="" type="checkbox"/>
Experience of using email/internet	<input type="radio"/>	
Experience of using SIMS or similar database		<input type="radio"/>
Personal		
Must be well organised	<input type="radio"/>	
Must be well presented	<input type="radio"/>	
Excellent communication skills in writing and orally at all levels	<input type="radio"/>	
Ability to work under pressure whilst maintaining a positive, professional attitude	<input type="radio"/>	
Ability to work as part of a team	<input type="radio"/>	
Ability to organise and prioritise workload and work on own initiative	<input type="radio"/>	
Ability to take accurate messages and follow up where necessary	<input type="radio"/>	
Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc and maintain good working relationships	<input type="radio"/>	
Ability to accurately input information on a database	<input type="radio"/>	
Flexible and willing to contribute to the success of the team	<input type="radio"/>	
Administrative		
Experience of using, setting up, maintaining and developing administrative systems	<input type="radio"/>	
Problem solving	<input type="radio"/>	
Attention to detail in communication and planning	<input type="radio"/>	
Relations		
Have excellent interpersonal skills and be able to communicate effectively	<input type="radio"/>	
Ability to develop good relations with staff and pupils and the wider school community	<input type="radio"/>	
Ability to work some evenings	<input type="radio"/>	
IT Skills		
Fast and accurate keyboard skills	<input type="radio"/>	
Word processing and typing skills	<input type="radio"/>	
Good understanding of databases		<input type="radio"/>