

# BROMSGROVE PREPARATORY SCHOOL

## **We currently have an opportunity for a 1:1 Learning Support Assistant to support a Visually Impaired pupil in Year 8 who has an EHCP.**

Required to start as soon as possible.

### **GENERAL DUTIES**

To work as a Learning Support Assistant at Bromsgrove School, initially in the Prep Department, but moving to the Senior School as the pupil moves at the end of this academic year. Having regard to the requirements of the School's aims, objectives and schemes of work and any policies of the Governing Body. Initially, this role will allow for the successful candidate to train whilst working with the pupil and to shadow the pupil's current Learning Support Assistant to ensure a smooth transition.

Specifically, to be responsible, under the direction of the Headmaster, SENDCo, or other designated colleague, for the care and welfare of a pupil with a visual impairment, with the aim of narrowing any attainment gap to match that of their fully sighted peers. To give assistance to the pupil so that they can access the curriculum, participate in learning, experience a sense of achievement and develop independence in learning and other aspects of school life.

To share in the corporate responsibility for the discipline and welfare of the pupil.

### **SPECIFIC RESPONSIBILITIES**

- To assist teaching staff in the provision of general care and welfare of the pupil in the classroom and within other areas of the School that are visited.
- To work with teaching staff in the observation, assessment and recording of information and to contribute relevant information on the pupil for teaching staff to use when reporting to colleagues, parents or external agencies.
- To have involvement in the development and implementation of Provision Maps and EHC plans as required.
- To participate in the assessment and monitoring of progress of the pupil; sharing targets with the pupil as required.
- To supervise, deliver and implement teaching activities under the direction of teaching staff. This may include working with the pupil on a one-to-one basis (including pre-teaching and over-teaching), in a group or within the whole class, ensuring best access to the learning environment and curriculum.
- To contribute to raising standards by ensuring high expectations are set for the pupil.
- To support the teaching staff in developing appropriate learning plans and to evaluate and adjust activities as appropriate, to ensure progress is made.
- To implement agreed learning activities / teaching programmes with the use of specialist resources / equipment under the direction of teaching staff and guidance received from the QTVI.
- To help with the general day-to-day preparation and adaptation of resources and equipment linked to the pupil's need, including the use of Braille.
- To develop skill in the use of specialist equipment used by a VI pupil, including software applications. e.g. Perkins Braille machine, Braillenote Touch and NVDA screen reading software.
- To develop your own scribing skills to support with assessments.
- To liaise with QTVI to arrange timetabled visits, organising working environment for visits and maintaining all resources and equipment
- To support the use of technology and optical aids to promote the pupil's learning, ensuring it is working correctly.
- To develop skill in the use of specialist equipment used by a VI pupil, including software applications.
- To support the pupil's independence in all areas of learning, and curriculum access.
- To be confident in sharing ideas with teachers on the best way of working for the pupil.
- To provide praise, assistance and encouragement to motivate the pupil.
- To foster social interaction of the pupil with peers.
- To maintain a safe environment including ensuring the equipment used is hygienic and any potential hazards removed, and to contribute to specific risk assessments relating to the pupil.
- To report any health and safety risks immediately to the SENCo or if deemed urgent to the Health and safety officer so that further adaptations can be reviewed.
- To oversee the VI pupil's work in practical activities where safety is a consideration.

- To help supervise the pupil when moving around the school building, at break and lunchtimes and any activities away from the classroom or out of school.
- To be a named supervisor on the pupil's PEEP (Personal Emergency Evacuation Plan).
- To work with colleagues to ensure the classroom provides a good learning environment for the VI pupil, paying particular attention to lighting, layout and auditory factors.
- To accompany the pupil on visits, trips and out of school activities as required.
- To work collegially within the staff team.
- To be committed to upholding all safeguarding procedures at all times.

This job description is not necessarily a comprehensive definition of the role and the Teaching Assistant may be directed to undertake other such tasks or duties, which may reasonably be given to him / her by the Headmaster or senior colleague from time to time. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment in line with the pupil or school's changing needs, and after consultation with the post holder.

#### PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	Method of Testing
Qualifications	<ul style="list-style-type: none"> <li>• NVQ2 or equivalent in relevant area</li> <li>• Good numeracy and literacy skills</li> <li>• Braille qualification (or the express willingness to achieve one)</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE Grade C or above English / Mathematics</li> <li>• First Aid training</li> </ul>	Application form, interview procedure and viewing qualification certificate
Experience	<ul style="list-style-type: none"> <li>• Recent experience working as a Teaching Assistant (preferably in a secondary setting)</li> </ul>	<ul style="list-style-type: none"> <li>• Working with SEN children, especially those with a visual impairment</li> <li>• Experience of independent school education</li> <li>• Experience of working with braille</li> </ul>	Application form, interview procedure, references.
Special Knowledge		<ul style="list-style-type: none"> <li>• Knowledge of the KS3 and KS4 curriculum</li> <li>• Knowledge of observation techniques</li> <li>• Experience of supporting students using adapted / altered papers in public exams</li> </ul>	Application form, interview procedure, references.

Particular Skills and Aptitudes	<ul style="list-style-type: none"> <li>• Good ICT skills</li> <li>• Ability to work as part of a team.</li> <li>• Good interpersonal organisational and communication skills.</li> <li>• Ability to deal sensitively with children and parents.</li> <li>• Ability to maintain the ethos of the school.</li> <li>• Ability to work under direction but use initiative as the situation demands.</li> <li>• A positive 'can do' attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to support, encourage and build confidence, independence, and skills of children experiencing barriers to learning</li> <li>• Good problem solving skills and the ability to be proactive</li> <li>• The ability to touch type</li> </ul>	Application form, interview procedure, references.
Other requirements	<ul style="list-style-type: none"> <li>• Clear Enhanced DBS Disclosure if appointed.</li> <li>• Suitable to work with children.</li> <li>• Have commitment to own personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to be flexible with working hours should the need arise for extra work on an ad hoc basis.</li> </ul>	References, Enhanced DBS Disclosure, identity checks, interview, medical fitness declaration, other relevant safeguarding checks

### How to Apply

Please complete the online application form. Closing date is 22<sup>nd</sup> January 2025

*Bromsgrove School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and DBS*