

Job Description

Job Title	Teaching Assistant - Vision Support Team
Grade	Band F
Reporting To	Head of Hearing & Vision Specialist Teams
JD Ref	-

Purpose

Work with teachers to support the learning, educational progress and inclusion of children and young people with a visual impairment, with the aim of narrowing any attainment gap they have with their fully sighted peers at home or on entry to school.

Give assistance to children and young people with a visual impairment 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.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Developing skills in the use of specialist formats (e.g. Braille) as appropriate.
- Developing skills in the use of technology and IT resources as required.
- Developing skills and knowledge of access arrangements and modifications available in exams and tests so as to provide opportunity to the pupil to develop the necessary skills.

Communication, Engagement and Training:

- Work in partnership with the teacher in the planning of lessons including the adaptations, materials and direct support that visually impaired pupils will need to be included and make progress.
- Providing direct support as agreed with the teacher (and QTVI). This may include pre-tutoring support to ensure pupils have the necessary knowledge and familiarity with the resources, skills and concepts to be used in the lesson. It may also involve post-tutoring to check understanding and reinforce key learning points.
- Supporting the children and young people in participating in class teaching activities, providing support to groups as appropriate to encourage independence and social interaction.
- Taking lesson notes from the board, where required, to support the VI pupils' understanding and inclusion.
- Support the development and implementation of Sensory Support programmes focused on delivering priority learning targets for pupils.
 - Reinforce mobility and independence skills under the guidance of a pupil's mobility specialist.

- Delivering the agreed programmes under the guidance of the teacher, SENCO and the QTVI
- Support pupils' social and emotional development by:
 - Supporting positive behaviour, giving praise and encouragement as appropriate to build confidence and self-esteem.
 - Providing support to enable the pupil(s) to have the opportunities to participate in all school activities, to make choices and take decisions for themselves.
 - Encouraging pupils to evaluate their own progress and to take an active part in reviews of their progress, when appropriate.
 - Encouraging other pupils to develop an understanding of the needs and skills of a VI pupil.

Data Analysis and Decision-Making:

- Adapting resources and teaching materials as necessary so that the children and young person is able to access the key points of a lesson and achieve the objectives set for him or her, as far as possible independently.
- Providing constructive feedback to the teacher on the how the VI pupil has responded to the lesson.
- Providing information on how well the child is engaging in the lesson, any difficulties they appear to be experiencing, work they find relatively easy and work they find more difficult.
- Observe and report on pupil progress, gathering information about their knowledge, skills and understanding, including their progress towards targets, to support teachers in re-assessing need, evaluating teaching strategies and interventions, setting new learning targets and formulating new learning plans.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Overseeing the VI pupil's work in practical activities where safety is a consideration.
- Contribute to the maintenance of pupil records, paper and electronic, as agreed with the teacher and/or SENCO and help to maintain the record keeping system.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- NNEB or equivalent at Level 3

Desirable

- Additional SEND qualification

Knowledge & Skills

- Preparation and delivery of differentiated curriculum materials



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- The experience to deliver a range of strategies and skills to facilitate independence of pupils in schools.
- Ability to communicate effectively both verbally and in writing, adapting style to suit the audience e.g. preparing reports in the 3rd person
- Excellent ability with the use of IT equipment e.g. laptop, software, iPad

Desirable

- Ability to understand child development and the implications of visual impairment

Experience

- Relevant and extensive experience of involvement with children with SEND in a school setting

Desirable

- Experience supporting children with a visual impairment in a mainstream school

Additional Information

Ability and willingness to undertake independent peripatetic work.

Willingness to undertake further training i.e. Braille, level 2, qualification.

Ability to learn and help lead with the introduction of new technologies

Prepared to visit educational establishments as required by the post
Braille preparation skills

Experience in the modification of curriculum materials for specific print sizes

An understanding of how the curriculum can be adapted for the needs of a child with a near or distance visual difficulty.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.



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Health & Safety Considerations:

- Working with children

Approved By:  Peter Davies

Date Of Approval: 16.03.2026



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