

Job Title: Sighted Assistant

Reporting to: Business Manager/Head of Department

Grade: 8

Overall Purpose of the Post:

To work as a Sighted Assistant for a blind Computer Science Teacher, covering key stage three, four and five classes. Working in a classroom setting throughout the day supporting teaching and learning, interventions, assessments and CPD. This role will involve working closely with a blind Computer Science Teacher and his guide dog.

Main Duties and Responsibilities

- To convey essential classroom interactions to the teacher, these may include such indicators as student attention, progress and behaviour;
- To be responsible for complying with school policy on classroom behaviours and expectations. This includes utilising the behaviour policy and consequence system, contributing to low level classroom disruptions;
- Support in creating and sourcing information for classroom resources, including proof reading and converting resources into accessible formats;
- To act as a human reader for handwritten resources, including exam responses for assessments;
- Support in delivering teacher demonstrations at the front of the class, including demonstrations of software and scribing instructions from the teacher on whiteboards;
- To assist in assessing the needs and attainment of students and using this knowledge to improve student attainment;
- Support in liaising sensitively and effectively with parents and carers with regards to their role in students' educational and life skills progress, ensuring confidentiality is respected;
- Support exam revision sessions as required;
- Support in delivering intervention programmes to individuals and small groups, preparing relevant and appropriate learning experiences in conjunction with the teacher;
- To attend curriculum and departmental meetings, academy briefings, parents evenings and CPD as required;
- Undertake training where appropriate;

- Facilitate smooth transition between educational phases, managing student assessments to determine levels and managing appropriate interventions;

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- To cover various duties in the event of sickness or absence, under the direction of the Inclusion Co-ordinator, to enable a continuation of business need and statutory compliance on behalf of the students;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts:

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.