

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 02301

Service Area: Special Educational Needs and Disabilities

Grade: G6

Team: Sensory Education and Support Team (SEST)

Job Title: Specialist Assistive Technology Resource Officer

PURPOSE OF JOB:

Contribute to the delivery of services for area of responsibility. Assist, as appropriate, with:

1. The development and use of specialist resources and technology, as directed by a Specialist Teacher (Qualified Teacher for the Visually Impaired).
2. Coordinating and monitoring the use of technological equipment with children who are visually impaired, providing training and assistance in the application of computer hardware and software used with children and with teachers.
3. To be responsible for sourcing, designing and adapting generic education materials for visually impaired children supported by SEST in collaboration with Qualified Teachers for Visually Impaired Children and Young People.

Braille Tutor

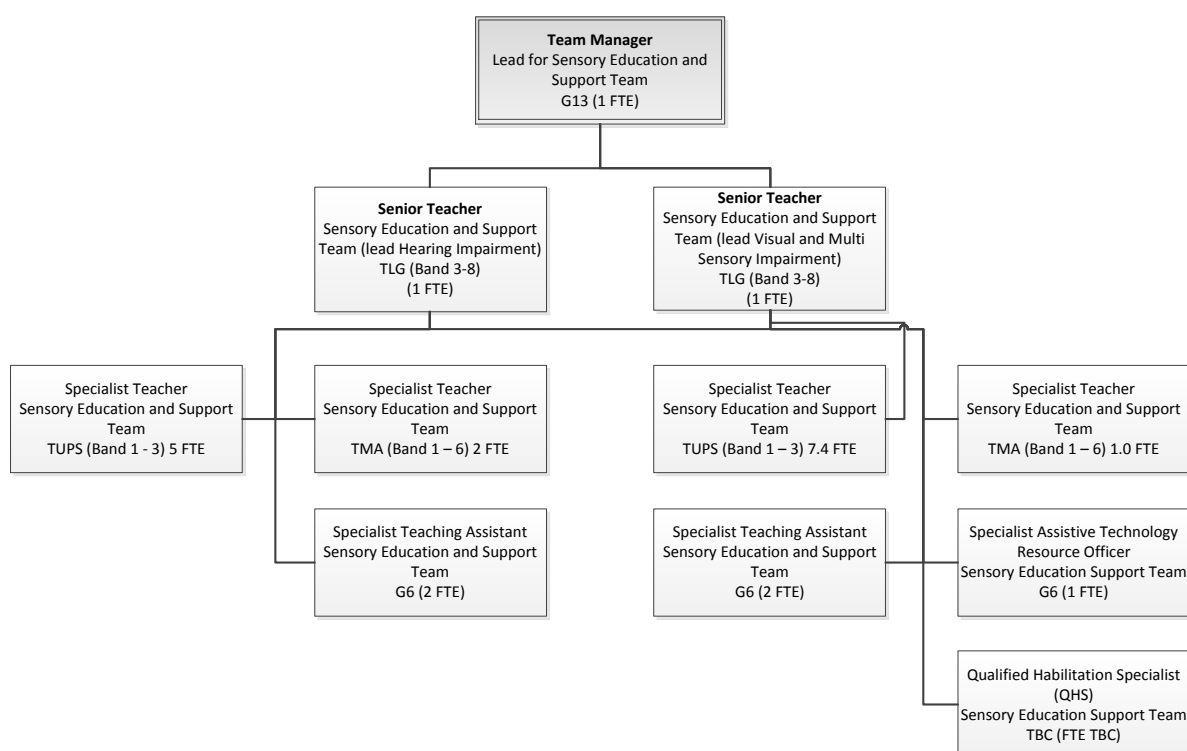
Under the direction of Qualified Teachers for Visually Impaired Children in the Team:

To be responsible for delivering Braille programmes

Continuously look for synergies and efficiency savings across area of responsibility.

TEAM STRUCTURE:

The following details of the structure of the Sensory Education and Support Team:



MAIN DUTIES:	
1	<p>To work as part of a team in support of the inclusion of visually impaired children in mainstream schools, special schools and early year's settings in Lincolnshire.</p> <ul style="list-style-type: none"> • Support Qualified Teachers for Visually Impaired Children (QTVI) in undertaking assessments with visually impaired children, responsible for the adaptation of existing educational materials, re-designing them in terms of wording and graphic adaptation, in collaboration with the, following team priorities. • Advise the team and settings on sourcing electronic and adapted versions of texts and diagrams already available from publishers, from libraries such as the RNIB National Library, SeeingEar and Load2Learn, and from members of the VI Forum. • Adapt and modify curriculum materials, and coordinate production when required. • Support IT training of children with VI in local schools and the home when necessary and to assist in technological problems including the setting up of ICT and CCTV systems. • Work with the QTVI to deliver and monitor Braille programmes. • Facilitating the use of VI technology to individual children, teaching assistants and teachers, coaching and mentoring as appropriate. • Deliver touch typing/laptop programmes to children under the direction of Qualified Teachers of the Visually Impaired. • Liaise with school IT support to set accessibility options for children. • Facilitating the use of screen magnifiers and screen reading software to individual children, teaching assistants and teachers. • Advising how to adapt and modify curriculum to school based Teaching Assistants. • Contribute to courses for schools. • Training children/TAs to use tactile diagrams and graphics. • Establish and maintain an inventory for all SEST resources which demonstrates effective and efficient use of resources. • Identify new developments and research to inform service development and improvement. • Attend team meetings as appropriate. • Ensure knowledge and skills are kept up to date and share expert advice and guidance with others as appropriate. • Undertake training associated with the duties of the post. • Undertake any other duties which may reasonably be regarded as within the duties of the post as defined. •
2	<p>Understand and work with the market as appropriate, developing and maintaining relationships with commissioners, service users, stakeholders, partners and potential providers.</p> <p>To work with a wide range of partners including SEST Team Managers, School staff, parent and carers, Visually Impaired children and young people, company representatives who provide resources.</p>
3	<p>Contribute to work with commissioners/partners to ensure a robust approach to data analysis and forecasting. Responsible for providing data and performance information to SEST Managers to inform service development.</p>
4	<p>Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators</p>
5	<p>Ensure the way in which resources within the area of responsibility are managed reflects the agreed culture and style and standing orders of the County Council.</p>
6	<p>Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes with commissioners, and monitor delivery against commissioned requirements</p>

7	Ensure Council resources are optimised and utilised effectively and efficiently.
8	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
9	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
10	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff to achieve performance excellence.
11	As an employee, create a positive image of the County Council
12	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers
13	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice
14	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.

PERSON SPECIFICATION

The specific knowledge, skills and abilities required with vary depending on the needs of the role. Specific posts may necessitate advanced specialist knowledge and skills. Post holders should be comfortable working with ambiguity and uncertainty.

Requirements	Where identified*	Essential	Desirable
Competent in reading and producing materials in Unified English Braille and be willing to learn other codes (e.g. music) as required.	A / T / I	Yes	
Familiar with the United Kingdom Association for Accessible Formats guidance and apply it in the production of modifying and adapting curriculum materials.	A / I		Yes
Able to take an innovative and creative approach to the modification and adaptation of learning materials required to support the visually impaired child or young person's access to the curriculum	A / T / I / P	Yes	
Able to organise and prioritise their work so that materials are available in a timely manner.	A / T / I		Yes
Familiar with using Duxbury Braille Translation software and Braille embosser.	A / I	Yes	
Familiar with a range of access technology and software packages specific to the needs of visually impaired children and young people e.g. Lunar, SuperNova, Transformer.	A / I	Yes	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Equal Opportunities: The post holder is required to carry out the duties in accordance with Council Equal Opportunities policies

Health and Safety: The post holder is required to carry out the duties in accordance with the Council's health and safety policies and procedures

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Details:	
Job Title	Specialist Assistive Technology Resource Officer
Identifier	02301
Director Area	Children's Services
Service Area	SEND
Section	SEST
Date	14/03/2017
Score	410
Grade	Grade 6
Description	

Factor Levels:	
Supervision/Management Of People	1
Dispersal Awarded	No
Creativity & Innovation	4
Contacts & Relationships	3
Decisions - Discretion	3
Decisions - Consequences	2
Resources	1
Work Demands	2
Physical Demands	1
Working Conditions	1
Work Context	2
Knowledge & Skill	4