Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

VI IT Support Worker for learners with Visual Impairment (various hours available term time only; 38 weeks per academic year)
Additional Learning Support
Ref: VBSS21.54a

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1. The Appointment

As a VI IT support worker you will provide a wide range of support to learners with a visual impairment across the college sites. The team includes enthusiastic support workers who are fully committed to developing effective inclusive practice for the learners with a visual impairment.

The aims of support are to ensure that the learners have full access to their chosen courses and fully participate within the college setting.

Duties will include providing individual support for learners undertaking a variety of courses, across the various sites of the college campus. The support can include in-class support, individual training and ensuring the learners have access to appropriate resources and equipment.

The ideal candidate will have a passion for supporting and working with Visual Impairment and/or additional needs and want to help learners to achieve their full potential in learning.

Previous experience in Visual Impairment and/or Additional Needs is desirable but all new members will access an induction plan introducing them to the role and teaching them about Visual Impairment. **If you feel you can make a positive contribution and apply transferable skills to the role we would welcome an application.**

The ideal candidate will also be required to have a good level of ICT skills with the ability to work independently and show initiative. Good time management and flexibility are required as the post will involve travelling between sites. You will need to have a positive attitude to working as part of a team and be sensitive to the needs of the learners involved.

We would also welcome applications from individuals who do not hold Level 2 ICT. Individuals without this level of qualification would be considered for the post of Assistant for the Visually Impaired.

You should have good interpersonal and communication skills and a professional approach to your work.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

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2. The Post

2.1   Main Duties and Responsibilities

a) To support learners with a range of visual impairments to ensure full access and inclusion within the learning/social environment. This may include blind and partially sighted learners and learners who have a visual impairment and a range of disabilities, including multi-sensory

impairment, learning disabilities, physical disabilities, Autistic Spectrum Condition and mental health needs.

b) To provide in-class support so the learner is able to access the taught content. This support may include note taking or reading information, providing access the computer, supporting the learners IT skills to access the PC and software.

c) To prepare and organise the provision of adapted resources including large print, Braille and auditory materials.

d) To modify a range of ICT and curriculum activities to meet the learner's individual needs

e) To ensure that the learner has access to appropriate specialist equipment and assistive technology.

f) To keep up-to-date with current developments within the VI community including VI technology, specialist VI equipment and appropriate VI organisations. To use this research to develop support and ICT skills through continuous professional development.

g) To assist with the assessment of the learner's use of VI software and ICT skills.

h) To keep detailed records of support and contribute to the college ALS documentation.

i) To work closely with tutors and with Visual Impairment Coordinator to ensure the appropriate support strategies are implemented.

j) To promote awareness of the implications of visual impairment across college and ensure full participation and equality of opportunity.

k) To aid mobility and promote independent learning and social inclusion, assisting with safe travel around the college.

l) To assist with the development of resources and new initiatives to support the learner's acquisition of subject and ICT skills.

m) To attend regular meetings and provide information for review and evaluation purposes.

n) To develop and maintain links with colleagues and other appropriate sections of the college and community.

o) To undertake any other duties which may reasonably be regarded as commensurate with the responsibilities of the post.

p) To offer general welfare and support, which will include fostering independence, autonomy and self-direction amongst the learners.

q) To support learners that are undertaking examinations under in accordance with the JCQ Exam Access Arrangement guidelines.

2.2   Other Responsibilities

a)   To uphold and promote all company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.

b)   To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.

c)   To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.

d)   To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.

e)   To present and promote an appropriate public image in representing the college group and its subsidiaries.

f)   To undertake any other duties as may reasonably be required commensurate with the post. This can include support within a residential setting outside of your normal working hours.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
ICT qualification to at least level 2 (or willing to obtain within 2 years)	✓	
Diploma in Childcare and Education, Learning Support or relevant academic qualification		✓
English to at least level 2	✓	
Maths to at least level 2	✓	
Experience		
Supporting learners with additional needs including visual impairment	✓	
Working within an educational setting		✓
Delivering training or support within the area of IT		✓
Inter-agency liaison		✓
Working within a team		✓
Skills /Knowledge		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
Ability to advise other staff		✓
Ability to work as an advocate for learners and to promote inclusion		✓
Good record keeping and monitoring	✓	
Appropriate ICT skills	✓	
Knowledge of current developments and initiatives within relevant field	✓	
Flexible approach to work	✓	
Sound interpersonal and communication skills	✓	
Qualities		
Positive and flexible approach	✓	

	Essential	Desirable
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Ability to work independently and as part of a team	✓	
Sensitive to the needs of others	✓	
Effective time management	✓	
A sense of humour	✓	
Enthusiasm	✓	
The ability to remain calm in challenging situations	✓	

4. Position within the Company

The post-holder will be part of the Additional Learning Support Team and will report directly to the Co-ordinator: Visual Impairment.

5. Terms & Conditions

a)   The post is offered on a Vision Business Support Services, term time only contract and is subject to those terms and conditions.

b)   The salary will be £19,580 pro rata, per annum for VI IT Support Worker role (£10.18 per hour) and £17,900 pro rata, per annum for Assistant role (£9.30 per hour).

c)   You will be required to work on a flexible basis during term time.

d)   The Company operates a Scottish Widows Group Personal Pension Plan.

e)   The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm on Sunday 7th November 2021.**

www.wnc.ac.uk/vacancies

THE COLLEGE GROUP PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £46.50.

It is an offence for anyone who is barred from working with children and or vulnerable adults to apply for this position.