

## Toynbee School

Bodycoats Road  
Chandlers Ford  
Eastleigh  
Hampshire  
SO53 2PL

Appointment  
of  
Learning Support Assistant  
(Visual Impairment Resource)

Grade B

**Closing Date:** 5<sup>th</sup> November 2021  
**Interview Date:** TBC

### Contact Details:

**Tel:** 023 80269026  
**Email:** [recruitment@toynbee.hants.sch.uk](mailto:recruitment@toynbee.hants.sch.uk)  
**Website:** [www.toynbee.hants.sch.uk](http://www.toynbee.hants.sch.uk)

## **APPLICATION DETAILS**

I have enclosed with this pack the following details:

- A job description/role profile
- School details

An application form (support staff) is available to download from Toynbee School website. See link below:  
[www.toynbee.hants.sch.uk/vacancies.php](http://www.toynbee.hants.sch.uk/vacancies.php)

## **Employment Checks**

Employment checks will be undertaken to establish positive outcomes in the following areas dependant upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check (previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

## **Equal Opportunities Statement**

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

## Job Description

**POST:** Learning Support Assistant (Visual Impairment Resource)

**RESPONSIBLE TO:** Head of VI Resource

**GRADE:** B

**The VI Learning Support Assistant is required to:**

- Be a member of a strong support team, working towards the integration of pupils with a visual impairment.
- Assist in the classroom management of pupil(s) with a visual impairment.
- Classroom responsibility for the use, care and safety of VI specialist technology.
- Liaison with mainstream teaching staff to effect appropriate adaptation of materials.
- Support in alternative study periods/curricular activities for individual pupils, in the development of their whole school independence, helping to raise standards of achievement.
- Occasionally support pupils with a visual impairment on out of hours educational visits, sporting locations etc.
- Modification of materials within a specific subject area, designed to meet individual needs and in co-operation with the subject and specialist teachers of the visually impaired, provide adaptation to text:
  - ❖ Modify text to Braille and appropriate large print using scanners and word processing
  - ❖ Adapt diagrams for large print and tactile users.
  - ❖ Prepare 3D models
  - ❖ Reading text to tape
  - ❖ Produce and transcribe Braille text (be prepared to learn Braille)
  - ❖ Re-align original text for photocopy enlargement
- Be professionally discrete and able to respect confidentiality on all issues.
- Have a professional and positive attitude at all times.
- Have good communication skills and able to clarify and explain instructions clearly.
- To understand the implications of individual pupil's visual impairment.
- Have well-developed interpersonal skills and sense of humour enabling relationships with a variety of people.
- Supporting individual pupils in the development of their personal best and have the ability to motivate and encourage pupils appropriately whilst adhering to the professional approach.
- Able to work independently and with initiative.
- Provide written contributions for reports, IEP and statement reviews.
- Provide on-going feedback to the Manager of the Resource for effective support of individuals.
- Assist in the keeping of records and the maintenance of materials and equipment.
- Attend team meetings and curriculum team meetings when necessary.
- Undertake any duties, which may reasonably be regarded as within the duties of the post as defined.

Support assistants will be given the opportunity to develop specific skills in an identified area of the curriculum, as far as possible designed to suit their interests.

The opportunity to increase personal knowledge, professional development in visual impairment and the role of the VI LSA will be offered internally and on external courses.

## Letter from the Headteacher

**Dear Candidate,**

I am delighted that you are considering applying to be the Learning Support Assistant at Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in 2015 and 2019, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden  
Headteacher