

# Hertfordshire County Council

## Job Outline



**JOB TITLE:** Curriculum Access Socialist (CYP VI)  
**GRADE:** H4-H7  
**REPORTS TO:** Lead Practitioner VI  
**TEAM:** SEND Specialist Support Services  
**DEPARTMENT:** Childrens Services

### **Purpose of the Job**

To support schools in differentiation of curriculum resources/activities for pupils who are blind or partially sighted

### **Main Areas of Responsibility**

To produce National Curriculum resources in a format accessible to individual visually impaired pupils e.g. in Braille, large/modified print, audio, concrete materials/3 dimensional models

To mentor/train school based staff responsible for meeting the needs of pupils with visual impairments in modification of learning materials/experiences, teaching them how to produce specialist resources

To support the training of staff and pupils in the use of specialist equipment

To work directly with pupils with visual impairment developing their Braille skills, implementing specialist programmes devised by Teachers of the visually impaired

To contribute to the planning, monitoring and recording of pupil's progress

To attend relevant specialist in-service training

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned

as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

## **Equality and Diversity**

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on [hertfordshire.gov.uk](http://hertfordshire.gov.uk), on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

## **Person Specification**

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

You will have good Microsoft ICT skills and knowledge of specialist software for visually impaired children is desirable although training can be provided in post.

Experience of supporting the delivery of the national curriculum in an educational setting is desirable especially working with children with Special Educational Needs including those with a visual impairment.

It is desirable that you have some knowledge of Braille and experience in modifying printed materials into tactile Braille although training can be provided.

You will have experience of supporting/mentoring adults and children in a learning situation and good interpersonal skills with both adults and children.

You need to be able to problem solve and work within a team and keep accurate records.

Please confirm you are able to travel throughout the county to schools and other venues other than your own work base.