

Job Description

Job Title	Reprographic Technician
Directorate	Children and Young Peoples Services
Service Area	Early Help
Grade	4
Competency Level	1
Salary	£25,119 - £28,770
Job Type	Office Based
Location	Sensory Service Parklands Customer Focus Centre- West Derby High School
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	

Job Purpose

- To be responsible for sourcing, designing and adapting generic education materials for visually impaired children supported by the Sensory Service in collaboration with Qualified Teachers for Visually Impaired (QTVI).
- To coordinate and monitor the use of specialist 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.

- To assist the QTVI with the development and use of specialist resources and technology.

Directly Responsible To:

Operational Leader (VI), QTVI.

Main Areas of Responsibility:

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 Liverpool.

- Support QTVIs in adapting educational materials, re-designing them in terms of wording and graphic adaptation.
- Adapt and modify curriculum materials and coordinate production when required.
- 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 Bookshare and from members of the VI Forum.
- Producing graphical presentation of material in using drawing software such as Corel Draw, Adobe Photoshop, etc.
- Developing skills in the use of specialist formats (e.g. Braille) as appropriate.
- Preparing copies of tests, study materials, textbooks, charts, and others for visually impaired students; preparing instructional materials, lessons, and worksheets in large type print for partially sighted students; and uses specialized computers and software, equipment, tools, techniques and standards set forth by the UK Association for Accessible formats (UKAAF).
- Performing braille basic formatting for literary, foreign language, and UEB math Code.

- Facilitating the use of VI technology to individual children, Learning Support Mentor of the Visually Impaired, school Teaching Assistant 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, Learning Support Mentor of the Visually Impaired, school Teaching Assistant and teachers.
- Support IT training of children with VI in local schools and the home when necessary and to assist in technological problems.
- Establish and maintain an inventory for the Sensory Service resources which demonstrates effective and efficient use of resources.
- Identify new developments and research to inform service development and improvement.
- Ensure knowledge and skills are kept up to date and share expert advice and guidance with others as appropriate.
- Being responsible for upkeep and maintenance of all specialist IT equipment and liaise with engineers as appropriate.

Supervision and Management Responsibility:

- No supervisory or line manager responsibility.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- NVQ Level 4 or equivalent in education/ ICT preferable (A)
- Level 2 Brailist qualification or commitment to completing qualification within 1 year (A,I)
- Knowledge & understanding of the implications of blindness for the pupil (A,I)

Desirable

- Training/experience of working with graphic design software e.g. Adobe illustrator, Corel Draw, adobe Photoshop

Experience

Essential

- Experience of adapting document for a range of visually impaired pupils in their school setting (A,I)
- Ability to use ICT and to learn new ICT skills have a willingness to learn new applications and technology as appropriate (A,I)

Desirable

- Familiar with a range of access technology and software packages specific to the needs of visually impaired children and young people
- Experience of delivering training
- Have a working knowledge of Microsoft Office applications or equivalent including the following: Outlook, Word, Excel, Internet Explorer, and have a willingness to learn new applications and technology as appropriate
- Excellent problem-solving and resolution abilities on a wide range of software, hardware, etc

Skills/Abilities

Essential

- Excellent interpersonal skills (A,I)
- Ability to work independently and as part of a team (A,I)
- Be able to work in a variety of settings across the City (A,I)
- Ability to use a variety of specialist equipment for the visually impaired (A,I)
- Ability to differentiate school lessons/materials for the visually impaired child (A,I)

Desirable

- Ability to organise time effectively, creating work schedules, prioritising workload and meeting deadlines
- Confidence to work with other professionals outside the Sensory Service
- Ability to keep accurate records
- Motivated to engage in professional updates and further training to maintain specialist skills at an appropriate level

- Ability to be proactive, enthusiastic and committed by taking ownership to ensure tasks are delivered

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to an Enhanced Disclosure and Barring Service (DBS) check at the appropriate level