

## Job Description

### CC1039XV TB113 GR3 JD Braille Transcriber

| Job Details                  |                       |
|------------------------------|-----------------------|
| <b>Grade</b>                 | GR3                   |
| <b>Job Evaluation Number</b> |                       |
| <b>Number of Posts</b>       |                       |
| <b>Directorate</b>           | Schools and Academies |
| <b>Division</b>              | Learning Mentors      |
| <b>Department</b>            |                       |
| <b>Service Area</b>          |                       |
| <b>Reporting to</b>          | Head Teacher          |

### Strategic statement about Birmingham City Council

#### 1.0 Portfolio Responsibilities

- 1.1 To produce Braille/Tactile material for pupils who are visually impaired.
- 1.2 To liaise and work with VTS Curriculum officer where necessary.
- 1.3 To produce Braille for other educational establishments and outside agencies

#### 2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

- 2.1 Production of Braille, Moon, Audio Cassette and enlarged print material as required including material for GCSE and Entry Level mock examinations.
- 2.2 Translation and adaptation of Braille into print as appropriate and visa versa.
- 2.3 Adaptation and production of Braille diagrams and maps where needed.

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| 2.4 Using computerized technology to produce Braille/Tactile materials.   |
| 2.5 Responsible for contributing to a Braille resource database, and storage of all Braille masters and documents.  |
| 2.6 Repair and re-covering of Braille books.  |
| 2.7 Cataloguing, ordering, and stocktaking of materials used within the reprographics room.   |
| 2.8 Such duties as may be commensurate with the grade and nature of the post.   |
| 2.9 Be responsible for contacting/liasing with firms re the maintenance of the photocopier, thermoform, stereo copier, Ricoh Fuser and computers and translation software within the reprographics. |

| 3.0 Management Responsibilities (excludes those who are INDIRECTLY supervised i.e., through others) |       |                 |
|---|-------|-----------------|
| Post Title  | Grade | Number of Posts |
|   | N/A   |                 |

| Special Conditions            |              |
|-------------------------------|--------------|
| Is Safeguarding Check needed? | DBS Standard |

### Person Specification

| Essential Criteria   |  |  |
|--|--|--|
| Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation |  |  |
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| All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.  |
| As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the |

role will be shortlisted and offered an interview.

## Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

Record and report any concerns or incidents.

**At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.**