

## **Mobility Officer**

### **Job Description**

**Grade: GR4** – *Subject to Job Evaluation*

1. **Job Purpose**

- 1.1 The officer is required to assess and deliver appropriate mobility training to blind and partially sighted pupils educated within Birmingham LA ages between 2 and 18. This may include long can training, using low vision aids and basic life skills

2. **Key Responsibilities**

- 2.1 The officer will be required to support the Senior Mobility Officer in the preparation and delivery of the ASDAN Life Skills Scheme. This may include:
- 2.1.1 Team of teaching small classes
  - 2.1.2 Preparation and adaption of worksheets and external papers
  - 2.1.3 Ensuring all ASDAN administrative, moderation and course requirements are met
- 2.2 Work with pupils in their respective homes and local areas after school hours and during school holidays. This may require considerable travel where extra-district pupils are involved
- 2.3 Appropriate advice will be given to relevant education authorities that have children placed in Birmingham schools regarding their mobility needs
- 2.4 Liaise with parents, teachers, ancillary workers and other professionals within schools. Domiciliary visiting forms an important part of the work, as parents need confidence and reassurance in the mobility and I.L.S programme
- 2.5 The officer may be required to advise to produce tactile or low vision maps or plans when needed by individual pupils
- 2.6 The officer will be required on occasion to work at night in order to assess and train pupils who suffer from night blindness. Flexible use of hours is allowed on these occasions at the discretion of the senior mobility officer. The safety of the pupil or officer should not be prejudiced
- 2.7 The officer may be asked by a Headteacher to participate with extra-curricular activities, subject to the agreement of the senior mobility officer
- 2.8 With reference to pupils year 10 and above, mobility training will be offered to appropriate pupils to ensure safety whilst travelling independently to work experience or college placements

- 2.9 On occasion the officer may be asked to assist with the planning and delivery of training to staff working with children with a visual impairment and VI pupil peer groups, to enhance the understanding of the needs of visually impaired pupils
- 2.10 The officer will be required to assess pupils annually to evaluate and report on their progress in addition to keeping an on-going record. Officers may be requested to attend school parents' evenings where appropriate.
- 2.11 The officer will assist in the organisation of and participate in, Summer Activity Schemes for Visually Impaired Pupils as and when they can be arranged
- 2.12 The officer will deal with any day to day transport or guiding issues that may arise in conjunction with the senior mobility officer
- 2.13 To adhere to the ethos of the school
  - 2.13.1 To promote the agreed vision and aims of the school
  - 2.13.2 To set an example of personal integrity and professionalism
  - 2.13.3 Attendance at appropriate staff meetings and parents evenings
- 2.14 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. **Supervision Received**

3.1 Supervising Officer's Job Title:

3.2 Level of supervision:

- ~~1. Regularly supervised with work checked by supervisor~~
- 2. Left to work within establishment guidelines subject to scrutiny by supervisor
- ~~3. Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

- 5.1 Considerable travelling is required both within and outside the City boundary. A current driving licence and own transport, with class 1 insurance, is essential

5.2 Time is divided between different schools and locations at the direction of the Senior Mobility Officer

### Person Specification

#### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	Mobility or rehabilitation officer qualification from a recognised training body	AF/C
	First Aid Certificate	AF/C
<b>Experience</b> Relevant work and other experience	Experience of working with visually impaired Children	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b> *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	AF/I
	Ability to relate well with pupils, motivate and deliver training to them in an appropriate manner	AF/I
	Good administrative skills. Well organised, able to relate to people at all levels with confidence	AF/I
	Able to motivate others	AF/I
<b>Training</b>	Willing to undertake further training	AF/I
<b>Other</b>	Current driving licence	
	Access to a vehicle and class 1 insurance	

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery

***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 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.*