# Attachment 2 - Temporary Instructor Computer technology (Special Needs)

(For Physically and/ or Visually Handicapped Candidates only)

# Overall Purpose of the post

To provide training in assistive technology (software and hardware) to students with disabilities in both education and the work place. Following an initial consultation with the end user, training should be delivered according to their individual needs so as to fully benefit from the assistive technology.

## Main Duties and responsibilities

* Undertake initial short assessment in order to establish specific requirements of the individual appropriate to their disability and environment.
* Train students with disabilities on how to use specific software or hardware recommended in referral according to individual’s specific requirements
* Ability to learn new assistive software and hardware as required
* Deliver training according to The Support Centre guidelines and to ensure training is delivered effectively
* Attend any relevant training or meetings and have the ability to develop existing skills
* Always be punctual with a flexible approach to working hours is required
* Manage paperwork effectively, accurately and promptly
* Maintain a high standard of presentation whilst representing The Support Centre
* Confidentiality should be respected to agreed disclosure levels
* Inform The Support Centre of any problems you are having that are either work related or effect your work, we can then help you come to a satisfactory conclusion or adapt your work to support your situation.
* To undertake such other duties as may be reasonably required by The Support Centre.

## Additional requirements

* Experience in supporting disabled people or people with specific learning differences in education and/or in the workplace
* Excellent ICT skills, proficient user of Microsoft Office.
* Experience in teaching or training on assistive software and hardware eg: Dragon Naturally Speaking, typing tutors, various dictionaries, Dolphin, Zoomtext, JAWS,. Digital voice recorders, scanning solutions, electronic dictionaries.