

Braille Transcriber

School of Special Educational Needs: Sensory

Position number	Generic
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 2
Reports to	Manager Corporate Services (Level 4)
Direct reports	Nil

Context

The School of Special Educational Needs: Sensory (SSEN: S) provides educational support for children with hearing loss and/or vision impairment from birth to completion of school. SSEN: S is based at the Statewide Services Centre in Padbury and supports children in both public and non-government schools throughout Western Australia.

SSEN: S employs teachers with specialist skills and other specialist staff such as educational audiologists, school psychologists, braille transcribers, Deaf education officers, captioning officers and educational interpreters. SSEN: S operates the Deaf Education and Vision Education programs to support eligible children, their schools and families.

Early Childhood Service

Supports families with children with hearing loss and/or vision impairment from birth to 4 years of age. Family-centered programs, including parent education, are run on-site at Padbury Statewide Services Centre and Southwell Primary School. Individual programs occur either on-site or in the home.

Programs include:

- Playgroup - caters for children aged 0-3 years with a focus on child development through play-based activities. Playgroup enables practical, relevant and effective specialist support to assist children achieve their optimal educational outcomes.
- Lighthouse Littlies - a holistic specialised program catering for Sensory children in the pre-kindergarten or kindergarten year that focuses on the whole child and builds upon the skills, knowledge and understandings developed in playgroup while supporting children in school readiness and transition.
- Deaf Education and Vision Education individualised programs which focus on essential skills, concepts and understandings to support child development.
- Children in rural and remote areas may have the opportunity to access these programs via web conferencing or visiting teacher service.

Visiting Teacher Service

Supports schools which have students Kindergarten to Year 12/13, with hearing loss and/or vision impairment by:

- providing one-to-one teaching for students at their enrolled school; to support the communication, academic, compensatory and access, social/emotional and orientation and mobility needs of students
- building the understanding of classroom teachers in the development and implementation of teaching and learning adjustments through professional learning and consultative support
- collaborating with schools and external organisations to implement appropriate individual education plans
- developing the skills of students, classroom teachers and education assistants in the use of assistive technology
- developing the skills of students to use Auslan and/or Braille to communicate and access the curriculum, including assessments
- assessing the needs of each child and recommending/providing appropriate resources such as text books in large print, braille, tactile graphics, captioned footage, notetakers and educational interpreters.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Collaborate with Vision Education Program visiting teachers to determine the most appropriate way to accurately present information from print textbook into a braille format.
- Undertake the transcription of educational materials to Braille in accordance with the Australian Braille Authority Rules and Guidelines.
- Ensure formatting principles are highly structured and specific to braille.
- Undertake the preparation of subject area textbooks, school novels, reading series, library books, test papers and examination papers using the Unified English Braille Code, according to the workflow deadlines.
- Undertake the development and preparation of tactile representations of maps, images and diagrams for all subject areas, according to workflow deadlines.
- Develop and maintain effective working relationships with internal and external clients, including providing representation at national meetings and workshops.
- Liaise with Chief Examiners regarding editing and proof reading of examination papers and systemic assessments which are transcribed into braille.
- Produce high quality tactile books.
- Update work output on the Braille Transcriber workflow database.

Selection criteria

1. Demonstrated strong skills and ability to produce braille using a manual Braille.
2. Demonstrated good skills and experience in using braille production software applications and machines.
3. Demonstrated good computer skills, including a working knowledge of databases, word processing and e-mail communications.
4. Demonstrated good oral, written and interpersonal skills, including the ability to work within a team environment and develop and maintain effective working relationships with internal and external stakeholders.
5. Demonstrated good organisational and time management skills with the ability to use initiative, work independently, prioritise workflow and complete tasks in agreed timelines to meet conflicting timelines.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 8 November 2019
Reference D19/0506180