

Qualified Teacher of the Visually Impaired (QTVI)

Full time, Permanent

Salary: Teachers' Main to Upper Pay Scale (Outer London) + SEN Allowance

Location: Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ (peripatetic across Sutton)

Cognus Limited is a Local Authority Traded Company, which is commissioned by the London Borough of Sutton to provide education services to early years providers, mainstream schools and specialist education settings in Sutton. Wholly owned by the local authority, we deliver a wide range of high-quality services to deliver excellent practice that improve the lives of children, young people, and families in Sutton and beyond.

Join our highly regarded HaVES Team, where specialist expertise changes lives.

Cognus is seeking a passionate, skilled, and motivated Qualified Teacher of the Visually Impaired (QTVI) to join Sutton's Hearing and Vision Education Service (HaVES), a close-knit, specialist team supporting children and young people aged 0–25 with vision, hearing, or multi-sensory impairments.

Working across schools, early years settings, colleges, and homes, you will play a pivotal role in ensuring that children and young people with visual impairment can achieve and thrive. This is your opportunity to make a tangible difference while developing your professional expertise within a supportive and ambitious service.

Why work for us?

At HaVES, you'll find:

- **A collaborative, expert team** – where you're supported by colleagues who share your passion for inclusive education.
- **Time to make an impact** – a manageable caseload and dedicated supervision so you can focus on quality.
- **A commitment to your growth** – ongoing CPD, internal coaching, and opportunities to lead innovation.
- **Strong partnerships** – we work closely with families, schools, therapists, and multi-agency teams to ensure joined-up support.
- **A culture that values you** – A comprehensive benefits package including employee assistance.

You will:

- Manage a caseload of visually impaired children and young people, including those with complex needs.



- Provide high-quality teaching, advice, and specialist interventions, including braille and assistive technology support.
- Carry out assessments, produce clear recommendations, and monitor progress to ensure outstanding outcomes.
- Support and train education staff, parents, and carers to develop confidence in meeting individual needs.
- Contribute to Sutton's inclusive education strategy and raise awareness of visual impairment across the borough.

About you

You will be:

- A **Qualified Teacher of the Visually Impaired (QTVI)**, or willing to undertake the mandatory qualification.
- Experienced in working with visually impaired children/young people across age ranges and settings.
- Knowledgeable about the SEND Code of Practice and inclusive teaching strategies.
- Skilled in delivering training and building positive partnerships with families and professionals.
- Confident in using specialist resources, braille, and assistive technology (or committed to developing these skills).

You will bring us your expertise and commitment, and in return we offer an excellent package including:

- i) Salary on Teachers' Main to Upper Pay Scale (Outer London), plus SEN Allowance, dependent on skills and experience
- ii) Access to the Teachers' Pension Scheme
- iii) School holiday periods in line with the teaching calendar
- iv) Regular manager support and supervision to help you thrive in your role
- v) Opportunities for hybrid working when not delivering face-to-face support
- vi) Staff benefits package, currently including Employee Assistance Programme, Perkbox and (upon completion of probation) Sovereign Healthcare Cashback plans
Cognus reserves the right to adjust these additional discretionary benefits to improve quality of their services provided, maintain affordability for the Company and to ensure benefits remain fit for purpose with staff needs.
- vii) Staff EDI group and Mental Health First Aiders to support wellbeing and inclusion
- viii) Cognus Coaching Programmes
- ix) An ambitious culture with friendly and supportive colleagues who share your passion for making a difference





If you are interested and would like to be considered for this role, please apply to **recruitment@cognus.org.uk** with the completed [application form](https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/), downloaded from **<https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/>**, with a supporting statement addressing the person specification. The deadline for receipt is **Thursday 16th October 2025 at 17:00**. Candidates are requested to be available for an interview on **Thursday 23rd October 2025**.

For an informal conversation about the role, please contact Jane Morgan, **Head of SEND Support** at **jane.morgan@cognus.org.uk**.

All offers of employment are subject to successful completion of recruitment formalities which includes an **enhanced DBS check**. These checks must have been completed before the commencement of employment. We expect our staff to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Company and Sutton's Local Safeguarding Partnership.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.



JOB DESCRIPTION

POSITION:	Qualified Teacher of the Visually Impaired (QTVI)
TEAM:	Hearing and Vision Education Service
REPORTS TO:	Head of SEND Support
RESPONSIBLE FOR:	Supporting high-quality provision for visually impaired children and young people
GRADE/PAY:	Teachers' Main to Upper Pay Scale (Outer London) + SEN Allowance
LOCATION:	Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ

JOB SUMMARY

To provide high-quality specialist teaching, advice, and support to children and young people (0–25) with visual impairment, enabling them to achieve their full potential in education and life. To work as part of Sutton's Hearing and Vision Education Service (HaVES), contributing to inclusive practice, raising attainment, and promoting equality of opportunity.

Key Responsibilities:

Specialist Teaching and Support

- Manage a caseload of children and young people with varying levels of visual impairment, including complex and multi-sensory needs.
- Provide direct teaching in visual skills, braille, mobility, and assistive technology where required.
- Adapt and differentiate curriculum materials to ensure accessibility.

Assessment and Planning

- Conduct specialist assessments and observations to identify educational needs.
- Produce clear, evidence-based recommendations and strategies for settings, families, and other professionals.
- Monitor and record progress, adjusting support plans accordingly.

Advisory Role and Training

- Advise schools, early years providers, colleges, and families on inclusive practice for children with visual impairment.
- Provide training for staff on visual impairment, assistive technology, and curriculum access.



- Promote awareness and understanding of visual impairment across the borough.

Multi-Agency Collaboration

- Work closely with parents/carers, therapists, SENCOs, and other professionals to ensure a coordinated approach.
- Contribute to Education, Health and Care Plans (EHCPs) and reviews.

Service Development

- Support the delivery of Sutton's SEND and Inclusion Strategy in relation to sensory impairment.
- Contribute to service planning, evaluation, and innovation within HaVES.

Safeguarding

- Follow safeguarding procedures and ensure the welfare of children and young people at all times.



GENERIC OBJECTIVES:

Contribute to Cognus Limited's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:

- a) Health and safety
- b) Safeguarding and protection of children
- c) Equal opportunities and management of diversity
- d) Data protection
- e) Outstanding Customer care

GENERAL:

SAFER RECRUITMENT:

Cognus is committed to safeguarding and protecting the children and young people that it works with. An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

PROCESSING OF DATA:

- a) You ("the employee") consent to the holding and processing of personal data provided by you to the Company ("the Company") for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Barring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

CONFIDENTIALITY AGREEMENT:

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.



- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company's legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company's policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company's disciplinary procedure and action taken can include dismissal without notice.

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.



PERSON SPECIFICATION

The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required as necessary.

No	Description	Criteria
a.	Qualification in teaching children with a Visual Impairment	E
b.	Qualified Teacher Status	E
c.	Successful experience as a teacher working with visually impaired/multi-sensory impaired children (minimum 3 years); including proven experience of adapting practice and approaches to meet the needs of individual visually impaired children and young people	E
d.	Proven experience of assessing and monitoring individual progress at pre-school and school level, maintaining clear and precise records of work	E
e.	Evidence of successful work within an advisory team/support service	D
f.	Knowledge of The SEND Code of Practice and Children's and Families Act	E
g.	Evidence of professional development regarding specialist curriculum areas for visually impaired children and young people	D
h.	Able to assess the needs of visually impaired children and young people in the home and educational setting	E
i.	Evidence of planning adapting and delivering appropriate training	E
j.	Able to build and maintain effective working relationships with internal and external stakeholders and professionals	E
k.	Able to write comprehensive reports that reflect the needs of the child and young person	E
l.	High levels of personal effectiveness and the ability to organise and plan working time	E
m.	Proficient in using MS office	E

KEY:		D	Desirable	I	Evaluated at interview
E	Essential	S	Shortlisting criteria	T	Subject to test

