

# THE MILESTONE SCHOOL

## JOB DESCRIPTION

Post: Learning Support Worker

Grade: E (point range: 13 – 19)

Hours per week:

Term Time Only: 39 week per academic year

Leave entitlement: 5.57 weeks (6.57 weeks after 5 years)

### **JOB PURPOSE**

To support teaching staff with their responsibility for the development and education of the pupils, who have a wide range of special needs.

### **MAIN DUTIES AND RESPONSIBILITIES**

Under the direction and control of the classroom teacher or designated supervisor to:

- actively engage in the pre-determined educational activities and work programmes to assist in personal and individual development of individual or groups of pupils.
- supervise the activities of individuals or groups of pupils to ensure their safety and to facilitate their physical and emotional development
- undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children
- monitor individual pupils and report problems and concerns to designated supervisor
- where appropriate, and following any necessary specific training, perform specialised procedures associated with a child's particular needs, for example: personal & intimate care , administration of medication (oral, rectal); care for a child during a crisis, (such as an epileptic fit or diabetic coma); facilitate mobility
- in the process of assisting with educational activities and meeting the needs of individual children, to assist with preparing classroom resources (collecting items from stock rooms, libraries etc; photocopying/laminating; assisting with classroom and corridor displays); to assist with general laundry duties; to participate in trips out of school (where qualified to drive the school minibus if required); to help keep the classroom and associated areas tidy.
- to attend training sessions provided by the school and to claim for this time if not within the postholder's contracted hours

## **QUALIFICATIONS/EXPERIENCE**

No specific qualifications required.

## **SUPERVISORY RESPONSIBILITY**

None.

## **SUPERVISION RECEIVED**

Teacher / Headteacher

## **PRINCIPAL CONTACTS**

Pupils, Parents, Headteacher, other Teachers and LSWs, other professional groups.

## **SPECIAL CONDITIONS**

This post is term time only. The postholder will normally be expected to take leave entitlement when the school is not in session.

## **EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of Gloucestershire County Council's equal opportunity objectives, and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## **PERSON SPECIFICATION – E Grade LSW**

### **Essential requirements:**

- ability to work as part of a team
- commitment to the support of pupils with a wide range of learning and associated difficulties, within the special school environment
- commitment to working in partnership with staff, pupils, parents, governors and other professionals
- commitment to relevant training (e.g. moving and handling; Total Communication)

### **Desirable qualities and skills:**

- recent and/or relevant experience
- experience of the education of children with SEN
- ability to work with information and communication technology
- flexibility and good humour