



## **JOB DESCRIPTION LEARNING ASSISTANT**

- General:** Rosewood Free School is a specialist school catering for children with severe or profound learning and physical disabilities aged 2-19+.
- Responsible to:** Headteacher
- Reports to:** Class Teacher
- Hours:** 30.5 hours per week. 8.45am - 3.30pm, 9.00am to 3.45pm or 9.15am to 4.00 pm term time only, in addition to this you will be required to attend one 30 minute meeting per week.
- Purpose:** To contribute to the educational and social development and to attend to the welfare and emotional needs of the pupils at Rosewood School all of who have severe learning and physical difficulties.

### **MAIN TASKS**

1. Assisting the teacher in the delivery of the curriculum and assisting in the record keeping of lessons and targets.
2. Taking and leading the class for short periods in the absence of the teacher following the teacher's planning.
3. Supervising pupils to ensure their safety.
4. Ensuring the welfare and hygiene of the pupils, including toileting, changing and cleaning where necessary.
5. Assisting the teacher in the emotional care of the pupils.
6. Preparing the classroom in the morning, clearing up in the afternoon and helping during the day to prepare the teaching areas for lessons.
7. Assisting with giving pupils their lunch and giving drinks during the day.
8. To undertake, following appropriate training, delegated health care tasks.
9. Acting as escort to the pupils in the minibus or in a car in connection with school activities.

10. The school has a strict Moving and Handling Policy. However, where activities are taking place out of school, these procedures in certain cases may be adapted following a risk assessment. In these cases lifting will be at the discretion of the post holder.
11. Assisting the pupils with purposeful play and other activities e.g. outings and swimming.
12. Being prepared to work in any classroom.
13. Attending for staff training as required.
14. Attending weekly staff meetings.
15. Being involved in annual review meetings to support pupils as appropriate.
16. Being committed to the aims of the School.
17. Undertaking any other duties commensurate with the level of responsibility of the post.

In addition the school may require a degree of flexibility in working arrangements, to be agreed from time to time, to ensure the best possible provision for the pupils attending Rosewood School.

This post entails strenuous activity and all applicants must be able to help with the moving and handling of these pupils for which training will be given.

**Conditions &  
Annual Leave:**

Rosewood Free School is an equal opportunities employer. All staff undergo annual appraisal. Annual leave is as per the school holidays.

**DBS (Data Barring  
Service) Check:**

This post will be subject to an Enhanced Disclosure by the DBS (Data Barring Service).

**Salary:**

Scale Point 12 - £14.92 per hour. Salaries are calculated for term time only working plus a 5-week holiday allowance. Salary is divided into 12 equal payments which are paid monthly by credit transfer. LGPS pension scheme eligibility.

| <b><u>SKILL</u></b>                                                                                                    | <b>ESSENTIAL</b>                | <b>DESIRABLE</b> |
|------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------------|
| NVQ Level 3 in Education/Social Care                                                                                   | E or<br>willingness to<br>train |                  |
| Commitment to educational principles.                                                                                  | E                               |                  |
| Experience of working with children with profound & multiple<br>learning difficulties or severe learning difficulties. |                                 | D                |
| Evidence of training.                                                                                                  |                                 | D                |
| First Aid qualification.                                                                                               |                                 | D                |
| Well-developed communication skills verbal and written.                                                                | E                               |                  |
| Ability to drive (minibus).                                                                                            |                                 | D                |
| Ability to swim.                                                                                                       |                                 | D                |
| Ability to reflect on personal work practice.                                                                          | E                               |                  |
| <b><u>KNOWLEDGE AND UNDERSTANDING</u></b>                                                                              |                                 |                  |
| Awareness of health and safety with regard to a classroom<br>environment.                                              | E                               |                  |
| Understanding of the importance of confidentiality.                                                                    | E                               |                  |
| Knowledge of and ability to demonstrate awareness of the need for<br>effective child protection procedures.            | E                               |                  |
| <b><u>PERSONAL QUALITIES</u></b>                                                                                       |                                 |                  |
| Initiative.                                                                                                            | E                               |                  |
| Commitment to overall aims of the school.                                                                              | E                               |                  |
| Commitment to equal opportunities.                                                                                     | E                               |                  |
| Ability to function in multi-disciplinary team.                                                                        | E                               |                  |
| Punctual, organised.                                                                                                   | E                               |                  |
| Ability to manage change positively.                                                                                   | E                               |                  |
| Willingness to train and learn.                                                                                        | E                               |                  |

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|--------------------------------------------------------------------|---|
| Flexibility.                                                       | E |
| Commitment to taking part in supervision and appraisal procedures. | E |