

# Job Description



**Solihull**  
METROPOLITAN  
BOROUGH COUNCIL

This School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Learning Support Assistant to include Personal and Medical Care Support
<b>School</b>	Forest Oak School and Merstone School
<b>Salary Band/Range</b>	B
<b>Responsible to</b>	Assistant Headteacher/ Deputy Headteacher
<b>Hours/ Weeks</b>	32.5 hours 39 weeks term time only
<b>DBS Check</b>	Enhanced
<b>Special Conditions</b>	

<b>1.</b>	<b>Job Purpose</b>
	<p>This post requires you to work consistently and effectively with teaching staff and support staff throughout both schools and to enhance pupil learning in all curricular areas, as required and, under the direction of the AHT/DHT.</p> <ul style="list-style-type: none"> <li>• To support pupils with education.</li> <li>• To attend to the health care and medical care needs of the pupils.</li> <li>• To attend to the personal care, physical wellbeing and hygiene of pupils.</li> <li>• To attend to the hygiene of specialist equipment.</li> <li>• To provide general supervision of pupil in line with the school's positive handling procedures.</li> <li>• To support or feed pupils at lunchtimes with direction from other classroom staff.</li> <li>• To interact with pupils appropriately in playground / leisure activities.</li> <li>• To implement (with guidance) exercise/ physiotherapy routines for children with physical disabilities.</li> <li>• To support pupils swimming</li> </ul>
<b>2.</b>	<b>Key Responsibilities</b>
<b>2.1</b>	<b>Main Duties</b>
	<p><b>Under the direction and supervision of a qualified teacher</b></p> <ul style="list-style-type: none"> <li>• Administer medication</li> <li>• To administer personal care and maintain hygiene through use of school resources e.g. toileting</li> <li>• To ensure that all apparatus is clean and fit for purpose</li> <li>• To support the feeding of pupil at lunchtime</li> <li>• To supervise pupils at lunch break in playground</li> <li>• To administer appropriate exercise routines, as directed by the physiotherapist</li> <li>• To support pupil in home in exceptional circumstances</li> </ul>

	<b>2.2</b>	<b>Safeguarding</b>
		The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible for or come into contact with.
	<b>2.3</b>	<b>Buildings &amp; Equipment</b>
		Responsibility for the correct use, care and handling of equipment. Some responsibility for ensuring that the correct equipment/ resources are available for pupil use. To care for and report any faulty equipment to the Line Manager immediately.
	<b>2.4</b>	<b>Health &amp; Safety</b>
		Health and safety laws require all employees to help the school maintain and improve health and safety standards. This means that the post holder must take reasonable care of their own and others' health and safety and co-operate with any reasonable request to support the school, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis. All duties and responsibilities must be carried out in line with the school's Health and Safety Policy and any local safety procedures.
	<b>2.5</b>	<b>Information Management</b>
		As an employee of the school, the post holder will be expected to manage information in accordance with School policies. The postholder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998.
	<b>2.6</b>	<b>Policies &amp; Procedures</b>
		The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3.</b>	<b>Other Conditions</b>	
	<b>3.1</b>	<b>Mobility</b>
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
	<b>3.2</b>	<b>Equal Opportunities</b>
		Forest Oak School and Merstone School is committed to Equal Opportunities and expect all staff and volunteers to recognise and value differences and to treat everyone with dignity
	<b>3.3</b>	<b>Variations to Job Descriptions</b>
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retain the right to amend job descriptions to reflect changing requirements.
	<b>3.4</b>	<b>Training and Development</b>
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	<b>3.5</b>	<b>Solihull Behavioural Framework</b>
		The school expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

<b>Compiled/Reviewed by:</b>	DL
<b>Date:</b>	March 2025