



Job description: Medical Learning Support Assistant

Dovecote school is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Job details

Job Title	Medical Learning Support Assistant
Hours	37.5 hours per week
Working Weeks	TTO
Salary	Dependent on Experience
Responsible to	Class Teacher
Responsible for	NA
Purpose of Job	The Medical and Learning Support Assistant's (MLSA) primary purpose is to offer individualised care and learning support to a student with specific medical and educational needs. Through close collaboration with teaching, medical, and support staff, the MLSA ensures the student is safe, included, and able to thrive both academically and socially within the school environment.

DOVECOTE SCHOOL VISION

1. We strive to equip all students with the skills needed to meet their full potential through an innovative and specialised curriculum. Small scale learning communities where young people are known as individuals.
2. The learning process is active.
3. The learning community is underpinned by environmentally sustainable values and practices.
4. Student voice is empowered through a strong emphasis on developing individual communication strategies.
5. Families and the local community are vital partners in the life of the school, and they share in the decision-making. We work together as a team to provide a happy, safe, and stimulating environment, whilst promoting well-being for all and building confidence for the future

WE VALUE	WE AIM TO
LEARNING	Create nurturing, challenging and empowering learning opportunities for children, staff and parents/carers.
INCLUSION	Offer a broad, balanced curriculum that is relevant and accessible for all children
ACHIEVEMENT	Celebrate the achievements and successes of each individual
COMMUNICATION	Ensure everyone has a voice and their contribution is valued
RESPONSIBILITY	Secure the accountability of all through distributive leadership, rigorous monitoring and evaluation
REFLECTION	Improve future performance through the continuous evaluation of our practice
CREATIVITY	Think outside the box and try new ideas to continuously raise standards
COMMUNITY	Foster positive working relationships with parents/carers, multi-agency professionals and the local community
ENVIRONMENT	Protecting our future and our planet
DIVERSITY	Promote tolerance and respect for individual differences, abilities, needs and beliefs
WELL-BEING	Create a safe, caring environment in which everyone is healthy, happy, and ready to learn
TRANSITION	Equip children and families with the knowledge, skills, independence, and resilience to face future challenges

Dovecote School Job Description: 1:1 Medical and Learning Support Assistant

AIMS AND OBJECTIVES

The Medical and Learning Support Assistant's (MLSA) main role is to provide 1:1 support for a child with medical and special educational needs, ensuring that they can access learning, participate fully in school life, and make progress both academically and socially. The MLSA will assist with specific medical care requirements during the school day and provide support for learning and emotional development. Duties will include implementing health care plans, supporting learning targets as outlined in the student's Individual Education Plan (IEP), and liaising closely with class teachers, the SENCo, SLSA, and relevant medical professionals.

MAIN DUTIES & RESPONSIBILITIES

Supporting Students

- To provide 1:1 support for a child with medical and learning needs, ensuring both health and educational requirements are met throughout the school day.
- To support the implementation of individual healthcare plans (IHPs), including administering medication, monitoring health, and responding appropriately to medical needs in line with training and school policy.
- To assist the student in accessing a broad and balanced curriculum by adapting tasks, resources, and expectations where necessary.
- To promote independence and self-confidence, providing encouragement and reassurance as appropriate.
- To facilitate inclusion in classroom and social activities, encouraging positive interaction with peers.
- To use appropriate positive behaviour strategies to support engagement and participation.
- To keep accurate daily records of medical interventions, observations, and learning progress, reporting any concerns promptly to the SENCo and designated medical lead.
- To attend relevant training on medical procedures, emergency responses, and SEN strategies as required.

Supporting the SENCo, Medical Lead & SLSA

- To work closely with the SENCo, SLSA, and Medical Lead to ensure the child's wellbeing and personal development enhances their learning and safety.
- To participate in planning meetings to discuss and review progress, care plans, and strategies for effective support.
- To provide regular feedback to the SENCo and Medical Lead on both medical and learning needs, including communication with outside health agencies when required.
- To contribute to review meetings, providing written reports on progress and areas of need.
- To assist in maintaining accurate records, ensuring all safeguarding, medical, and educational documentation is up to date.

Supporting the School

- To promote the school's ethos of inclusion, safety, and respect at all times.

- To foster positive links between home, school, and external professionals involved in the child's care.
 - To participate in professional development activities relevant to the role, including safeguarding and medical care training.
 - To follow school policies on learning, health and safety, medical management, and behaviour.
 - To maintain strict confidentiality at all times, adhering to safeguarding procedures and data protection policies.
 - To carry out any reasonable duties as directed by the SENCo, SLSA, Medical Lead, or Head Teacher.
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Practice

- Ensure all students, adults, and visitors are treated with dignity and respect.
 - Safeguard students by being vigilant to signs of neglect, abuse, or ill health and report concerns to the Designated Safeguarding Lead or Head Teacher without delay.
 - Maintain strict confidentiality in all aspects of the role.
 - Adhere to and promote the school's policies and ethos.
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Continuous Professional Development

- Take responsibility for personal professional development.
 - Maintain a high level of competence in both medical and educational practices.
 - Stay up to date with safeguarding, first aid, and health and safety regulations.
 - Attend supervision and training sessions as required.
 - Engage positively with feedback, learning opportunities, and professional reflection.
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Safeguarding

- Follow the school's Safeguarding and Child Protection policies at all times.
 - Report any safeguarding or medical concerns immediately to the Designated Safeguarding Lead and/or Medical Lead.
 - Assist in completing fact-finding investigations where required.
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Additional Responsibilities

The above job description forms part of your main terms and conditions of employment but does not include or define all tasks. The Company reserves the right to vary duties and responsibilities at any time.

Equal Opportunities

Dovecote School supports Equal Opportunities in employment and opposes all forms of unlawful discrimination on all grounds. You are expected to comply at all times with the Company's Equal Opportunities Policy and Guide to Equality document.

ESSENTIAL / DESIRABLE

Criteria	Essential	Desirable
Personal Attributes	• Empathetic, patient, and calm under pressure. • Reliable, flexible, and professional at all times.	• Innovative and reflective in practice. • Experience working with children with complex medical needs.
	• Strong communication and listening skills. • Committed to supporting inclusion and wellbeing. • Self-motivated with a positive attitude.	
Job Skills	• Ability to support both medical and educational needs. • Strong organisational skills and attention to detail.	• Experience maintaining medical or incident records. • Experience liaising with healthcare professionals.
	• Good written and verbal communication. • Confident use of IT for record keeping and communication. • Able to work effectively as part of a team.	
Knowledge & Experience	• Understanding of safeguarding, equality, and inclusion.	• Training or experience with medical procedures (e.g. epilepsy care, diabetes management, catheterisation).
	• Knowledge of supporting	

Criteria	Essential	Desirable
	children with SEN and/or medical needs. • Understanding of confidentiality and data protection. • Basic first aid awareness.	setting. • Understanding of child development and trauma-informed practice.
Qualifications	• GCSE English and Maths (or equivalent). • NVQ2 (or equivalent) in Supporting Teaching and Learning.	• NVQ3 or equivalent qualification/experience. • Paediatric First Aid Certificate. • Team Teach or equivalent training. • SEN training (e.g., Autism, ADHD).
Training	• Commitment to ongoing professional development. • Willingness to undertake medical and safeguarding training.	• Evidence of recent relevant training.
Working Conditions	• Ability to meet the physical demands of the role. • Satisfactory DBS required.	