



| JOB DESCRIPTION                      |  |
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| <b>Post Title</b>                    | Teaching Assistant with Moving and Handling Responsibility   |
| <b>Status</b>                        | Permanent  |
| <b>Line Manager</b>                  | Class Teacher / Senior Leadership Team<br>• Moving and Handling Lead / Therapy Team (for specialist responsibilities)  |
| <b>Pay scale</b>                     | GLPC Scale 12 – 17   |
| <b>Supervisory responsibilities:</b> | <ul style="list-style-type: none"> <li>• Direct responsibility for pupils</li> <li>• Specialist moving and handling responsibility.</li> <li>• Training delivery to staff.</li> <li>• Liaison with therapy professionals.</li> </ul> |
| <b>Start time</b>                    | <b>As soon as possible</b>   |

*“It takes a village to raise a child”.*

## 1. PURPOSE OF JOB

To work under the guidance of teaching staff and school leaders to support the learning, care, safety, and wellbeing of pupils, including those with complex special educational needs and disabilities (SEND). The post holder will promote pupils’ engagement, independence, and inclusion, contributing positively to the ethos, values, and aims of the school.

In addition, the post holder will undertake specialist responsibilities for safe Moving and Handling, supporting the school to maintain high standards of practice in line with Trust policy, national guidance, and relevant legislation. This includes supporting staff training, equipment oversight, and close liaison with the Therapy Team.

## 2. PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

### Teaching and Learning Support

- Support individuals and groups of pupils, including those with complex physical, medical, and learning needs, ensuring their safety and access to learning.
- Deliver structured activities, interventions, and programmes under the direction of teaching staff.
- Assist in the planning, differentiation, and adaptation of learning activities to meet pupils’ individual needs.
- Use a range of strategies to promote engagement, communication, sensory regulation, and progress.
- Monitor, record, and report pupils’ achievements and responses, providing clear feedback to the teacher and pupils.
- Help to create and maintain a positive, organised, and stimulating learning environment.



- Create and maintain a safe, orderly, and supportive learning environment, including supporting classroom displays.

### Moving and Handling – Specialist Responsibility

- Act as specialist support for the school in relation to safe moving and handling practices.
- Promote best practice in moving and handling in line with Trust and school policies, national guidance, and relevant legislation.
- Support staff with individual pupil moving and handling plans, working closely with the Therapy Team and managers.
- Participate in the delivery of in-person moving and handling training to relevant staff as part of the training team.
- Attend regular *train-the-trainer* meetings to ensure consistent, up-to-date approaches.
- Identify, through day-to-day practice, any additional staff training or support needs and liaise with the Moving and Handling Training Team to ensure needs are addressed.
- Support the moving and handling needs of learners through:
  - Appropriate use of equipment
  - Ensuring individual moving and handling plans are followed
  - Ongoing review of practice
  - Liaison with the Therapy Team
- Monitor moving and handling equipment and report concerns relating to maintenance, repair, or suitability, working with the Therapy team to resolve issues.
- Contribute to the development and review of moving and handling policies, plans, procedures, resources, and training materials.
- Communicate effectively with staff regarding moving and handling provision, updates, and developments.

### Pupil Care, Wellbeing and Inclusion

- Support pupils' personal care, medical needs, and physical vulnerabilities in line with training and procedures.
- Promote positive behaviour, responding appropriately to conflict or incidents in line with school policy.
- Contribute to PLGs, Behaviour/Regulation Plans, Personal Care Plans, and Risk Assessments.
- Encourage pupils' self-esteem, independence, inclusion, and acceptance.
- Establish positive and constructive relationships with pupils, responding to their individual communication, emotional, and sensory needs.
- Assist with supervision of pupils outside lesson times, including before and after school and during lunchtimes.
- Accompany pupils on educational visits and school activities, taking responsibility for groups under the supervision of the teacher.



### Administration, ICT and Communication

- Prepare and maintain education related equipment and resources to support learning and care.
- Support pupils in developing independence in the use of ICT.
- Provide administrative support such as photocopying, filing, and record-keeping.
- Use Microsoft Office applications effectively in line with school policies.
- Communicate clearly and professionally with colleagues, families, and external professionals.
- Share essential health and safety information promptly.

### Professional Responsibilities

- Work independently and as part of a team, managing time effectively.
- Maintain and develop professional knowledge and skills.
- Recognise personal limitations and seek guidance where necessary.
- Participate in meetings, training, supervision, and appraisal.
- Work collaboratively with other professionals to support pupils.

### Safeguarding

- Provide a safe, calm, and well-ordered environment for all learners and staff, focused on safeguarding learners and developing their exemplary behaviour in school and in the wider society.
- Ensure the welfare and safeguarding of learners across the whole school through rigorous application of the school child protection, behaviour management and pupil welfare policies.
- Support safeguarding across the school as Deputy Designated Safeguarding Lead
- Contribute to the safety and welfare of our pupils, staff and parents, carers and families to work collaboratively with other agencies to protect children and share information where appropriate.
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### Other duties

- Promote equal opportunities throughout the school and ensure the application of the school equal opportunities policy.
- Promote an ethos of inclusion and opportunity for all.
- Embody the Nolan principles of public life.
- Data Protection

This job description is not necessarily a comprehensive definition of the role, and the job holder may be required to undertake other duties which may be reasonably given to them by the headteacher from time to time. This job description may be reviewed annually or earlier if necessary and it may be subject to modification or amendment at any time, after consultation with the post holder.



The appointment is subject to the current conditions of employment in The Village School. The Trust and local governing body are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

## Person Specification

### Essential Criteria

#### Qualifications

- GCSE (or equivalent) English and Maths at Grade 4/C or above.
- Willingness to undertake Moving and Handling *train-the-trainer* qualification and subsequent refresher training if not already held.

#### Experience

- Experience working with children or young people, ideally within an SEN or care setting.
- Experience supporting pupils with additional needs, including personal care and medical needs.
- Experience of learners with physical needs and specialist equipment

#### Skills & Knowledge

- Understanding of inclusive practice and SEND.
- Knowledge of safe moving and handling principles.
- Ability to support learning activities effectively.
- Strong communication skills (verbal and written).
- Ability to work calmly in challenging situations.
- Competent ICT skills (Word, Excel, Outlook).

#### Personal Qualities

- Calm, patient, and resilient.
- Proactive and solution-focused.
- Trustworthy and professional.
- Committed to safeguarding and equality.
- Willingness to undertake ongoing training.

#### Desirable Criteria

- Moving and Handling trainer qualification.
- Experience working alongside therapy teams (OT, SaLT, Physio).
- First Aid qualification.
- Experience contributing to risk assessments and care plans

