



Role Description

Physical Sensory Lead Teaching Assistant

NJC Pay Range	Band E
Responsible To:	SENDCo

Main Purpose of the Post

- To be responsible for carrying out direct personal care for highly dependent children in an educational setting in accordance with the child's care plan.
- To work closely with the student, SEND department, physical sensory manager and other professional bodies in order to achieve the maximum quality of life for the child.
- To act as a team member. Communicating relevant information as necessary in relation to the child's needs.
- To work with the family and other members of the multi-disciplinary team to help meet and review the child's needs. To provide relevant information as required for meetings held in relation to the ongoing care needs of the child whilst maintaining pupil confidentiality.
- To work under the instruction/guidance of the physical sensory manager and SENDCo to support programmes to enable access for learning for students and to assist the class teacher in the management of pupils and the classroom.
- To support with the administration of care plans for all students with additional physical sensory needs.
- To meet with parents/carers and other agencies regarding medical support for students.

Key Areas of Responsibility

- To establish good relationships with students, acting as a role model and responding appropriately to individual needs.
- To assist with the child's personal and intimate care and to record observations.
- To provide a high standard of cleanliness and comfort for the child.
- To undertake moving and handling duties as necessary and assist with intimate care as required.
- To undertake duties in accordance with individual healthcare plans to meet the needs of individual children.
- To access training as required to enable the needs of a child with complex needs.
- Build strong working and professional relationships with teachers, the child, family and other professionals to ensure the best possible quality of life and highest standard of care is achieved for the child.
- To facilitate communication with children who are often unable to use normal types of skills, dependent upon age, condition and individual ability.
- To communicate with multi-disciplinary teams and a wide range of agencies.
- To write clear, concise reports or care given and individual's children's progress and needs.
- To attend mandatory training as required by the school e.g. Moving and Handling.
- To communicate significant findings to others to enable management of risk.
- To minimise the risk to self, others and the environment when exposed to bodily fluids on a regular daily basis.
- To ensure that equipment used by children e.g. a hoist, is properly used.
- To monitor stock levels and help with the requisition of items.
- To act as a role model for others. To comply with relevant legislation, operational guidelines and policies and procedures set out by the School and the Local Authority E.g. Moving and Handling, Safe Working Practices.
- To use skills acquired by practice to help meet the technical nursing needs of children.
- To use specialist (curricular/learning) skills/training/experience to support students.
- To work with the teacher to establish an appropriate learning environment.
- To prepare the classroom as directed for lessons, and clear afterwards, and assist with the display of students' work.
- To support the movement of students with disabilities around the Academy site.

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- To support students consistently whilst recognising and responding to their individual needs.
- To participate in the delivery of specific interventions to small groups of targeted students.
- To supervise and support students, ensuring their safety and access to learning.
- To assist in providing appropriate pastoral care, support and guidance in the Inclusion Centres. This includes attendance, attitude to learning, behaviour, progress and performance.
- To be aware of student problems/progress/achievements and report to the teacher as agreed.
- To support the teacher in managing student behaviour, reporting difficulties as appropriate.
- To gather/report information from and to Parents/Carers as directed.
- To undertake student record keeping as requested.
- To prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To accompany teaching staff and students on visits, trips and out of the Academy activities as required.

Other Considerations Relevant to the Role

- The post requires working with flexibility, travelling to and from Academies and other locations as directed, for which the postholder must ensure they have the appropriate business insurance.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal

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Supplementary Information

NJC Pay Range

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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping with the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.