

JOB DESCRIPTION	
SCHOOL	Archbishop Courtenay Primary School
JOB TITLE	1:1 TA with Medical and Personal Care Needs
GRADE	APLb
REPORTS TO	SLT/SENCO
DATE	February 2026
Hours	8:30am – 3:30pm (Term Time only)

JOB PURPOSE

To provide dedicated 1:1 support for a named pupil with medical, physical, and personal care needs, ensuring they can access an adapted curriculum, participate in school life and maintain their safety, dignity and well-being. The role involves close collaboration with teachers, the SENCO and health professionals.

MAIN DUTIES AND RESPONSIBILITIES

Support for the Pupil

- Provide individualised learning support in line with the child's Education, Health and Care Plan (EHCP).
- Implement differentiated activities and scaffold learning to help the child make progress.
- Promote independence wherever possible while ensuring safety and engagement.
- Maintain a calm, supportive, and positive relationship to promote emotional well-being.

Medical Support

(Training will be provided where required)

- Carry out daily medical tasks as outlined in the child's care plan (e.g monitoring equipment, administering medication through a peg, recording seizure frequency and length).
- Recognise and respond appropriately to signs of medical distress or change in condition.
- Follow all school policies relating to medical procedures, emergency protocols, infection control and safe handling of equipment.
- Liaise with healthcare professionals when needed and keep accurate records of medical interventions.

Personal Care

- Support the child with changing, hygiene routines and mobility as needed, respecting dignity at all times.
- Use hoists, slings, or mobility aids safely and in accordance with training.
- Maintain confidentiality and sensitivity around all aspects of personal care.

Classroom Support

- Prepare learning resources and adapt materials to meet the pupil's needs.

'They will soar on wings like eagles.' Isaiah 40:31



collaborate | enrich | trust | innovate | aspire | nurture

- Support positive behaviour, using de-escalation strategies and consistent routines.
- Encourage communication, social interaction
- Work collaboratively with the class teacher to monitor progress and identify next steps.

Record Keeping and Communication

- Maintain daily notes on the pupil’s progress, well-being, medical tasks and any incidents.
- Attend meetings with teachers, SENCO, therapists, and parents as required.
- Contribute to reviews for the child’s EHCP and other support plans.

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Person Specification: 1:1 TA with Medical and Personal Care Needs

Essential Skills & Competencies
<ul style="list-style-type: none"> • Experience working with children or young people. • A patient, compassionate, and responsible approach. • Willingness to undertake training in medical procedures and personal care. • Ability to follow safeguarding, confidentiality and health & safety procedures. • Good communication and teamwork skills.
Desirable
<ul style="list-style-type: none"> • Experience supporting children with medical or physical disabilities. • Knowledge of SEND strategies and inclusive practice. • Relevant qualifications (e.g., Level 2/3 Teaching Assistant, care training, first aid).

Print name (Employee)

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: