



Greenfields Specialist School for Communication

Higher Level Teaching Assistant Transport and Enrichment

Post: Higher Level Teaching Assistant Transport and Enrichment

Level: TA Level 4 SEND

Responsible to: Head Teacher

Purpose of the Role

To play a key role in supporting the school's transport provision as the primary focus of the role, ensuring the safe and accessible transport of pupils with special educational needs and/or disabilities (SEND). The postholder will also support the delivery of a broad enrichment programme, both on-site and off-site, and provide general classroom assistance where required.

Key Responsibilities

Minibus Driving & Transport Support (Primary Responsibility)

- Safely transport pupils with SEND to and from, off-site enrichment activities, therapies, and educational visits.
- Support pupils with a range of needs, including physical disabilities, medical needs, and communication difficulties, during transport.
- Safely operate wheelchair-accessible minibuses, including:
 - Deploying ramps
 - Securing wheelchairs using approved clamping and restraint systems (e.g. four-point tie-downs).
 - Ensuring appropriate use of passenger equipment and seatbelts.
- Carry out pre-journey and post-journey vehicle checks, including safety equipment, accessibility features, and cleanliness.
- Supervise pupils during transit, maintaining a calm, safe, and positive environment.
- Follow individual pupil transport plans, including behaviour and medical needs.
- Maintain accurate logs for journeys, vehicle checks, and incidents.
- Report any safeguarding, behavioural, medical, or mechanical concerns promptly.
- Ensure compliance with all legal, health and safety, and school transport policies.

Enrichment Support (On-site and Off-site)

- Support pupils to access a wide range of enrichment activities tailored to their individual needs and abilities.
- Assist in delivering inclusive activities such as sensory sessions, life skills, sports, Duke of Edinburgh Award, work experience, and community visits.

- Support pupils during off-site activities, ensuring accessibility and participation at all times.
- Adapt activities to ensure all pupils can engage meaningfully.
- Assist with preparation, organisation, and safe use of equipment.
- Work with teaching staff to promote independence, confidence, and social development through enrichment.
- Follow risk assessments and contribute to safe practice in all enrichment settings.

General Teaching Assistant Duties

- Support pupils in the classroom under the direction of the teacher.
- Assist with personal care where required in line with school policy and training.
- Support communication strategies as appropriate.
- Promote positive behaviour and emotional regulation strategies.

Safeguarding and Welfare

- Safeguard and promote the welfare, dignity, and independence of all pupils.
- Follow all child protection and safeguarding procedures.
- Provide a safe, respectful, and inclusive environment at all times.

Health & Safety

- Ensure all transport and enrichment activities meet health and safety standards.
- Follow manual handling guidance when supporting pupils and securing wheelchairs.
- Adhere to risk assessments for transport, off-site visits, and accessibility needs.

Person Specification

Essential

- Experience working with children or young people with SEND.
- Understanding of inclusive practice and supporting pupils with complex needs.
- Patient, caring, and adaptable approach.
- Full, clean UK driving licence.

Minibus Driving Requirements (UK)

Candidates must meet one of the following legal requirements:

- Hold a Category D1 licence (issued before 1 January 1997), or

- Hold a Category B licence and meet all of the following:
 - Aged 21 or over.
 - Held a full licence for at least 2 years.
 - Vehicle within permitted weight limits

Additionally:

- Willingness to complete MIDAS (Minibus Driver Awareness Scheme) training, including wheelchair securing and passenger assistant modules.
- Ability to undertake manual handling training
- Successful completion of enhanced DBS and driving checks.

Desirable

- MIDAS qualification with wheelchair/accessibility modules. (or willingness to train)
- First Aid qualification (or willingness to train).
- Training or experience in:
 - Moving and handling
 - Medical needs (e.g. epilepsy, feeding support)
 - Communication systems (e.g. Makaton, PECS)
- Previous experience in a special school or similar setting.

Working Hours

- Term-time only.

Additional Information

- The role involves regular physical activity (e.g. securing wheelchairs, assisting mobility).
- Flexibility is essential due to varying pupil needs and transport routes.
- Full training will be provided, including transport safety, accessibility, safeguarding, and enrichment support.

GSSC is committed to safeguarding and promoting the welfare of all children and young people. All staff are expected to share this commitment. This role is subject to an enhanced DBS check