**Job Description for Teaching Assistant at Baginton Fields School**

**Baginton Fields School is committed to safeguarding children and promoting children’s welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.**

**All employees must remain vigilant to ensure the safeguarding and child protection of students on roll and adhere to the requirements of *Keeping Children Safe in Education (DfE 2021)* and the *Policy for Safeguarding and Child Protection 2021-22.***

|  |  |
| --- | --- |
| Post title | Teaching Assistant |
| Pay grade | Grade 4 Point 6 |
| Key External Contacts | * Parents and families
* The wider multi-disciplinary team including medical and therapy
* Colleagues in local schools
 |
| Key Internal Contacts | * Teachers based at the school
* Support staff based at the school
* Medical staff
* Governors
* Escorts and Drivers
 |
| Responsible to | * Class Teacher
* Head of Key Stage
* Headteacher and Governing Board
 |

Members of the staff team at Baginton Fields are appointed to serve the school community as a whole and must therefore be prepared to support all students. Individual staff are allocated to a specific Key Stage and class group but retain responsibility for the safety and welfare of all students.

All staff are required to uphold the school vision of:

***“”Dedicated to delivering inspirational learning experiences”***

The main expectations of the role are as follows:

|  |
| --- |
| **Classroom role** |
| * Assist the teacher to secure achievement and progress in the curriculum for all students.
* Proactively assess, record and report on student progress, including EHCP progress, under the direction of the teacher.
* Intervene to apply imaginative and timely support for student learning.
* Assist the teacher in the delivery of the curriculum with groups of pupils or on a 1:1 basis as required.
* Establish constructive relationships with students providing feedback to them in relation to progress and achievement as directed.
* Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
* Implement personalised arrangements which have been prescribed for individual pupils, such as the use of physical aids, speech therapy exercises, use of communication aids, physiotherapy etc.
* Undertake general classroom administrative tasks, such as maintaining of record keeping notes, home/school diaries, filing, photocopying and responding to parental requests.
* Make and maintain teaching aids.
* Display and celebrate student achievements.
* Participate in supporting students in the full range of curriculum activities including swimming (entering the water), physical activities, educational and residential visits.
* Maintain productive and positive relationships with Support Staff colleagues, teachers, parents / carers, visiting professionals and governors.
* Report student progress to families via home/school diaries, telephone etc.
* Participate, under guidance, in intervention programmes for pupils with complex and challenging behaviours.
* Respond to the personal care needs of students in a manner that conveys dignity and respect. Candidates should satisfy themselves they fully understand activities may include toileting, personal hygiene, showering and personal care requirements.
* Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
 |
| **Wider duties** |
| * Attend a Parents Evening each year.
* Attend staff meetings, Twilight Training and Training Days as required by contract.
* Undertake break and dinner duties as required by the Head of Key Stage.
* Contribute to the success of Lunchtime Clubs.
 |
| **Additional responsibilities** |
| * Proactively contribute to the school vision.
* Undertake professional development as required to fulfil the requirements of the post.
* Secure the health and safety of all students during the school day.
* Adhere to Coventry City Council *“Code of Conduct”* for all employees and additional policies included in the Baginton Fields School Induction Folder.
* Adhere to the *Policy for Safeguarding and Child Protection.*
* Adhere and respond to the principles of the *Raising Concerns at Work – Confidential Reporting Code.*
* Participate in a Performance Appraisal process.
* All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.
* Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.
* Participate in additional activities commensurate with the post.
 |

**Baginton Fields School does not discriminate between candidates on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. *The School* is mindful of the requirements relating to the recruitment of ex-offenders.**

***As an employer we are committed to promoting and protecting the physical and mental health of all our staff.***