

# Baginton Fields School

*"Dedicated to delivering inspirational learning experiences."*

## Job Description for Teaching Assistant at Baginton Fields School

***Baginton Fields School is committed to safeguarding and promoting the welfare of its students. All staff are expected to share, and demonstrate, this commitment.***



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 | <ul style="list-style-type: none"><li>• Parents and families</li><li>• The wider multi-disciplinary team including medical and therapy</li><li>• Colleagues in local schools</li></ul>               |
| Key Internal Contacts | <ul style="list-style-type: none"><li>• Teachers based at the school</li><li>• Support staff based at the school</li><li>• Medical staff</li><li>• Governors</li><li>• Escorts and Drivers</li></ul> |
| Responsible to        | <ul style="list-style-type: none"><li>• Class Teacher</li><li>• Head of Key Stage</li><li>• Headteacher and Governing Board</li></ul>                                                                |

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:

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The main expectations of the role are as follows:

| Classroom role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <ul style="list-style-type: none"><li>• Assist the teacher to secure achievement and progress in the curriculum for all students.</li><li>• Proactively assess, record and report on student progress, including EHCP progress, under the direction of the teacher.</li><li>• Intervene to apply imaginative and timely support for student learning.</li><li>• Assist the teacher in the delivery of the curriculum with groups of pupils or on a 1:1 basis as required.</li><li>• Establish constructive relationships with students providing feedback to them in relation to progress and achievement as directed.</li><li>• 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.</li><li>• 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.</li><li>• Undertake general classroom administrative tasks, such as maintaining of record keeping notes, home/school diaries, filing, photocopying and responding to parental requests.</li><li>• Make and maintain teaching aids.</li><li>• Display and celebrate student achievements.</li><li>• Participate in supporting students in the full range of curriculum activities including swimming (entering the water), physical activities, educational and residential visits.</li><li>• Maintain productive and positive relationships with Support Staff colleagues, teachers, parents / carers, visiting professionals and governors.</li><li>• Report student progress to families via home/school diaries, telephone etc.</li><li>• Participate, under guidance, in intervention programmes for pupils with complex and challenging behaviours.</li><li>• 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.</li><li>• 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.</li></ul> |
| Wider duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"><li>• Attend a Parents Evening each year.</li><li>• Attend staff meetings, Twilight Training and Training Days as required by contract.</li><li>• Undertake break and dinner duties as required by the Head of Key Stage.</li><li>• Contribute to the success of Lunchtime Clubs.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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## **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.