

**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.***

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| Post title | Teaching Assistant |
| Pay grade | Grade 3  Part time – 2 hours per day / 5 days per week over the lunchtime period 11.30 – 1.30pm. 10 hours in total per week. |
| Responsible to | * Class Teacher * Head of Key Stage * Headteacher and Governing Council |

Baginton Fields School admits secondary aged students with severe and complex special educational needs. Learning is influenced by Autistic Spectrum Disorder, Communication Difficulties, Challenging Behaviours, Physical Disabilities and Sensory Impairment.

Members of the staff team at Baginton Fields are appointed the 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.

The successful applicant will be required to undertake appropriate professional development to support day to day activities.

All staff are required to uphold the school vision:

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

And work proactively and collaboratively to support student achievement and progress and in personal development areas of independence, behaviour and communication.

***Job Purpose:***

To provide care and supervision to children/young people, who have special physical, emotional and educational needs.

***The main expectations of the role are as follows:***

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| * Promote student independence in social skills, reinforcing self-esteem through praise and encouragement. * Support students during the lunchtime period – feeding / personal care routines / participate in lunchtime activities. * Assist with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing. * The changing of soiled clothing and its disposal in an appropriate way. * Assist with the identification and monitoring of children's general health and welfare. * Respond to the personal care needs of students in a manner that conveys dignity and respect. * 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 an appropriate person. |
| **Additional responsibilities** |
| * Proactively contribute to the school vision. * Undertake training as required to fulfil the requirements of the post. * Secure the health and safety of all students. * Adhere to Coventry City Councils *“Code of Conduct”* for all employees and additional policies included in the Baginton Fields School Induction Folder. * 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 consummate with the post. |

September 2020