**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.***

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| 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:

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| **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.***