

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">• Parents and families• The wider multi-disciplinary team including medical and therapy• Colleagues in local schools
Key Internal Contacts	<ul style="list-style-type: none">• Teachers based at the school• Support staff based at the school• Medical staff• Governors• Escorts and Drivers
Responsible to	<ul style="list-style-type: none">• 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:

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The main expectations of the role are as follows:

Classroom role
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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.

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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.