



## KS1 and KS2 Teaching Assistant (TA) – role description and expectations

*The following outlines the key roles and expectations. Please note that this list is not exhaustive.*

1) **To be professional in their approach** – punctual, reliable attendance, uses appropriate language, communicates with the teacher, recognises the teacher's leading role etc., i.e. where appropriate:

- The TA is present at the start of each lesson.
- The TA reports concerns regarding the welfare of the children, inc. the concerns the children raise.
- The TA reports errors in the understanding of the children they are working with.
- The TA is friendly but business-like in their approach; being an inspirational, supportive and integral part of class demonstrating all the qualities the children should aspire to.
- **There is evidence of shared planning (inc. evaluations) and assessment (inc. recording spelling and times table results) between the teacher and TA.**

2) **Understand the additional need/s** presented by the child/-ren in the group and **respond with effective strategies**, i.e.

- The TA is conversant in the individual difficulties amongst the children targeted for support.
- The TA uses specific strategies when working with individual children. (**P.T.O.**)

3) **Be aware of the children's strengths** and utilises these to **provide opportunities for independence** – as a way of reducing learned helplessness amongst children requiring support, i.e.

- The TA is conversant in the individual strengths.
- The children targeted for support have an opportunity to work without close support and supervision.

4) **Build constructive relationships** within the group so that the **children view their presence positively**, i.e.

- TA uses praise and cajoling.
- The children approach the TA for support, as well as the TA initiating interactions.
- The children speak positively about the TA's support when questioned (I-I after class if necessary).

5) Do not permanently attach themselves to a child or group of children, instead they adopt a **pro-active approach to addressing any individual difficulty** as and when they arise, i.e.

- The TA moves around the room monitoring and providing incidental support to the whole group.
- The TA uses questioning to ascertain understanding of the task etc..

6) **Support a positive, calm and orderly classroom environment** by encouraging good behaviour and challenging unacceptable behaviour, under guidance of the teacher, i.e.

- Minor one-off behaviour issues are responded to with advice / reminders/warnings.
- Persistent or serious behaviour issues are reported to the teacher.
- The TA supports school codes of practice on uniform, food / drink etc..
- The TA does not interrupt / undermine whole-group teacher input.

7) **Perform the key tasks** that help with the smooth and effective running of the class and the school, i.e.

- Daily – record homework and check the diaries for messages and key information (to pass to the teacher and/or the Office).
- Daily – collecting and filing homework.
- Daily – change the reading books and record the progress each child is making with their reading.

- Daily – supervising break and lunch times (including setting up the hall 5 minutes before these times, i.e. divided areas for different activities for different groups of children).
- Daily – assisting with the creation, preparation and organisation of learning activities and resources (i.e. photocopying, printing, laminating, filing, washing the cups and refreshing the water, for displays, preparing and tidying away resources).
- Leading and supporting small groups (inc. 1-to-1) during an activity, school events and educational visits.
- Listening to the children read (1-to-1) and completing the relevant records.
- Reading a story or playing a game with the whole class or supervising them for short periods, including rehearsing for assemblies and school performances.
- Supporting and, where appropriate, guiding teachers covering due to the class teacher's absence.
- Plan, prepare and hold an after-school club for at least two of the three terms within the school year.

## Classroom Support Strategies Outline

