

SEND Bulletin NO. 3



Top Ten – Working with Teaching Assistants

1. All school staff are treated as integral members of the school team and as such are offered respect from other staff and students
2. Teachers and teaching assistants plan together – this will include discussion about learning outcomes, intervention or strategy to be used and resources that are relevant to the learning
3. There is an understanding of the purpose and aims of the lesson and how it fits into the curriculum
4. There is an understanding of the needs of the pupils and other relevant information and their learning targets
5. Agreed ground rules about who can do what and when, within a lesson
6. There is regular discussion between teacher and teaching assistant, especially about feedback in regard to pupil's learning and from observations and assessments they may have carried out
7. Teaching assistants aim to build a pupil's independence, not encourage dependence
8. Teaching assistants increase the opportunities to build a pupil's self-confidence by enabling them to succeed and give feedback and praise
9. Teaching assistants are skilled and informed in the lesson to be taught – know the overall objectives for the lesson and are clear about how they will support and

help the pupil to achieve those learning outcomes

10. Teaching assistants have a role when the pupil/s they are supporting are absent

Top Ten – Ground Rules for Working with TAs

Everyone needs to be clear about whether the teaching assistant can:

1. Give permission for pupils to leave the room
2. Have a role in behaviour management
3. Use the school's reward and sanction system
4. Have a role when the teacher is teaching the whole class or if the pupil they support is absent
5. Mark work; carry out assessments and record pupils' learning

The teacher needs to make sure that:

6. They remain in overall control of pupils' welfare and learning
7. All pupils know why teaching assistants are working in their class and their names and roles
8. Learning objectives are displayed, shared and understood
9. Relevant information about individual pupils is made available to the teaching assistant
10. Teaching assistants understand the key school's policies including SEND, behaviour, health and safety, equal opportunities, teaching and learning, inclusion and safeguarding

If you have any interesting information or resources which you would like to share with your colleagues via this fortnightly bulletin please e-mail them to me.

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Many thanks
Anne