Expectations for Teaching Assistants

Expectations of Teachers by Teaching Assistants:

- Teachers should go through the planning with Teaching Assistants each week on Monday morning.
- Planning must consist of weekly timetables, English and Maths plans and the focus for TA’s should be highlighted in green.
- All planning must be displayed in the classroom and TAs are welcome to take a copy.
- Teachers must ensure that Teaching Assistants are fully aware of the behaviour expectations within the class and their role within supporting the Class Teacher.
- Teachers must highlight the focus children that TAs should be working with during carpet sessions as well as directed groups activities.

Expectations of Teaching Assistants:

- To discuss planning with the Class Teacher on a weekly basis.
- To meet once a half term with class teachers during PPA time to discuss long term planning and support required.
- To work with specified children whether this is a named child, named child within a small group or with a group indicated by the Class Teacher during all parts of the lesson.
- To use any timetabled prep time to plan and create resources required for intervention programmes.
- To carry out other jobs within the classroom such as photocopying, gathering resources etc. as directed by the Class Teacher.
- To attend training as appropriate to the needs of the children or the year group.
- To support the Class Teacher in maintaining the behaviour expectations of the children within the class.
- To attend weekly TA meetings with the Inclusion Co-ordinator to keep up to date with school information and upcoming events.
- To talk to the Inclusion Co-ordinator if there are any issues that need to be dealt with.
- To carry out tasks agreed with teacher / Headteacher (these may be additionally paid).
- To attend all INSET days provided by the school and any relevant Staff Meetings when required.
- To maintain a Pupil Progress file with records that will support performance management.

St. Alban’s Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share the commitment.

“St Alban’s School exists to ensure that all children believe, achieve and succeed”.

The pupils’ exemplary behaviour and very positive attitudes towards learning are key factors in their outstanding achievement.

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