



Teaching Assistants Policy

At Longwood Primary School we consider all Classroom Assistants, Welfare Assistants, Learning Support Assistants, Nursery Nurses and others whose primary role is to assist the teacher in teaching in the classroom as 'Teaching Assistants' (TAs).

Longwood Primary School places considerable value on the contribution TAs make to the education of the pupils in our care. We believe that, if TAs are well trained and managed intelligently, they make a significant contribution to the improvement in standards, especially in raising achievement for pupils with special needs and those who are under-achieving.

The Assistant SENCo is responsible for the management, training and welfare of the TAs in school.

The Role of the Teaching Assistant

The role of TA is divided into four strands.

Supporting the pupil:

- supporting all pupils with whom they come into contact
- working with individual pupils with special needs
- working with groups of children

Supporting the teacher:

- supporting group work and whole-class work
- assessing pupils' Literacy and Numeracy performance
- performing routine tasks, for example, preparing materials, helping to reduce workload

Supporting the Curriculum

TAs make a significant contribution to the organisation of the Maths and English:

- supporting individual pupils, groups or the class, while the teacher works with a group of children during the Maths and English
- support in Information Communication Technology
- taking groups in all curriculum subjects

Supporting the school

As part of the school team, TAs can make a significant impact on the general management of the school by helping with:

- first aid
- reprographics
- parental involvement
- management of resources
- supervision of pupils out of class
- developing children's social skills
- inclusion
- pupils with physical needs
- child care and protection
- extra-curricular activities and visits.

Support for Teaching Assistants

In order for TAs to fulfil their vital role at Longwood Primary School, we believe it is essential that they are valued, respected and well managed, and that their professional development needs are catered for.

To enable TAs to make a significant contribution, the following occurs:

- All TAs are supervised by the Assistant SENCo who is their Line Manager
- An effective Induction Programme operates, during which all new TAs meet their Mentor before they start working in the school. This meeting is an opportunity for them to look around the school, meet the staff and children, discuss their job description and be given important documentation, including a copy of the staff handbook
- As a group, all TAs together meet the Line Manager in regular meetings to raise fundamental issues and share information and concerns. At each meeting an area of the Curriculum or management is discussed, for example, managing behaviour.
- TAs are included in the Performance Management Procedures. Once a year they meet their Line Manager on an individual basis to review performance, expectations, job description, professional development needs, and other concerns.
- Support is given by the class teacher(s) working with the TAs, involving them in planning and decision-making, where appropriate.
- In their Short-Term Plans, class teachers include the work in their class to be covered by the TAs. TAs are involved in the formulation and execution of these plans.
- TAs have an open invitation to all Staff Meetings, Curriculum meetings and INSET days, if they can attend. If it is vital for them to attend, extra hours are paid or they are given time off in lieu.
- TAs at Longwood Primary School have a right to Professional Development, including attending relevant courses. Provision for this is made in the School Development Plan

- TAs are encouraged to take responsibility for areas of school life in which they are particularly interested. In some instances, this might involve them delivering training to all staff, teaching and TAs, but this would only be done with support from the SENCO.

Differentiating the Roles of Teacher and Teaching Assistant

Both teachers and TAs should be aware of their different roles. The teacher plans and directs learning. The TA provides support to the teacher, the pupils and the Curriculum. The TA will work under the direction of the teacher, whether in the whole class or on their own with a group or individual child. However, in order for the teacher and children to benefit and for the TAs to feel valued and respected, TAs should be included in planning, preparing and reviewing procedures.