



## Teaching Assistants Policy

This policy was written following discussion and consultation with all Teaching Assistants and with the Governors staffing committee. It is based on the Working with Teaching Assistants good practice guide.

Effective work with Teaching Assistants supports the aims of the school in the following ways:

Actively develops parental partnerships for the benefit of pupils

Teaching Assistants play an important role in supporting parents some of who prefer to discuss issues with them rather than with a teacher. Teaching Assistants play an important role in communicating professionally with parents through the home school book and other means

That has ambitious expectations for individual improvement to achieve excellence for all.

The role of Teaching Assistants is vital to ensure that standards of education are raised throughout the school. It is important also that they too are able to maximise their potential through a range of CPD opportunities.

Promotes a happy, healthy atmosphere of trust security and respect.

Teaching Assistants need to be aware at all times of health and safety requirements and their responsibility to ensure that all hazards and concerns are immediately reported. They also have an important role in ensuring that pupils feel secure and so are enabled to learn more effectively. Teaching Assistants will be clear about their role in relation to keeping pupils safe and ensuring child protection. It is also important that all staff are respected for the skills and knowledge they can bring to the work of the school.

Develops pupils independence and self advocacy and confidence to make informed choices.

In relation to the pupils Teaching Assistants work with others to ensure that pupils are enabled to be as independent as possible and have the skills to express their own wishes and needs.

### Celebrates achievement for all

Teaching Assistants will ensure that every opportunity is taken to celebrate pupils' achievements and that behaviour is managed in a positive not a negative way. The school will also take all opportunity to celebrate the individual achievements of Teaching Assistants in their professional life for example through gaining further qualifications.

### In which all partners include, involve and inform each other

It is very important that all staff in school work as a team and pool their knowledge and skills to meet the needs of the pupils. Individual Teaching Assistants have a role to play in this. They also need to be aware at all times of the need to promote team work and cooperation amongst the pupils many of whom would find this difficult.

### Values communication and provides the time and opportunity to make it effective

Teaching Assistants will work with other staff to meet this aim by supporting all the efforts of pupils to communicate effectively. They will also play their part in the effectiveness of the school by using all the communication systems available to them effectively for the benefit of the pupils.

### Extends the inclusion within and beyond the school.

As the members of staff who often support individual pupils in mainstream schools Teaching Assistants have an important role to play in this area. In particular they portray to other schools the values and ethos of Beacon Hill in relation to inclusion.

### **Principles.**

1. The role of the Teaching assistant is a very valuable one to the pupils. These staff need to be valued, supported and challenged to use, develop and extend their skills and knowledge for the benefit of all the pupils.
2. Beacon Hill need to work as a team for the pupils to get the greatest benefit. All staff have different but complimentary roles to play in that team and need to do so effectively.
3. It is important that the pupils and parents develop the same level of respect for all classroom staff.
4. The professional development of Teaching Assistants, as of all, staff is vital for the pupils and for the staff themselves.
5. All staff will be clear about the different roles of teacher and teaching assistant. Generally the teacher plans the lessons and directs the pupils learning. The teaching assistant provides support to the teacher and through this to the pupil and the curriculum.
6. Beacon Hill will continue to work within the Investors in People framework to ensure all staff are trained, valued and well deployed for the benefit of pupils.

## **Guidelines**

Based on the indicators for the role of Teaching Assistants

- 1. There will be clear policies outlining the roles and responsibilities of Teaching Assistants.**
  - This policy will be used by all staff to show Teaching Assistants roles and responsibilities.
  - All Teaching Assistants will have a job description agreed annually in the Summer Term.
  - The role of Teaching Assistants is included in other whole staff policies such as Pay, Equal Opportunities and Stress in the Workplace.
  - Specific roles for Teaching Assistants may be included in the School Improvement and departmental improvement plans.
  
- 2. There will be clear deployment using a flexible framework.**
  - All Teaching Assistants will be line managed firstly by the classroom teacher and then by the Assistant Head in which they work. If they work in more than one department they will be responsible to the Assistant Head of the department that they are working in at the time.
  - Teaching Assistants will work in a number of ways that suit the needs of the pupils and their skills and knowledge. They may work with a particular class, they may work in a range of classes or they may work with a particular pupil. It is recognised that some Teaching Assistants prefer to be class based and this will be taken into account in deployment however in a situation where staffing is stretched the needs of the pupils will be the determining factor.
  - Teachers will use Teaching Assistants in the full range of classroom tasks including if appropriate in managing small groups. If necessary teachers new to working with Teaching Assistants will be offered appropriate training.
  - Within the rules of confidentiality Teaching Assistants will have access to all relevant information about pupils to ensure they can carry out their tasks effectively.
  - Teaching Assistants may work with groups or classes of pupils in school or out of school. The work will be under the direction of the teacher.
  
- 3. Managers and teachers management strategies will provide clear guidance as to how Teaching Assistants should work**
  - The teaching and learning policy is an important document which be used by all Teaching Assistants.
  - Teachers will discuss with Teaching Assistants individual pupil programmes, reports and IEP's
  - Teaching Assistants will have access to clear induction into expectations in the classroom.
  - Teaching Assistants will have access to information for members of the multi disciplinary team through the planning day in September and throughout the year.

- Teaching Assistants will be aware of all risk assessments and health protocols that affect the pupils they work with.
- 4. The expertise, skills and knowledge of Teaching Assistants will be used flexibly to foster the learning of pupils.**
- The school management will always make clear the value placed on the role of Teaching Assistants and expectations of all staff about this.
  - The school will where possible utilise the specialist skills of Teaching Assistants i.e. speech therapy qualification and will seek to extend this when funding allows.
  - There will be opportunities within school for Teaching Assistants to share their knowledge and skills with each other and other staff.
  - If funding allows specialist Teaching Assistants for subjects and other areas especially ICT will be appointed.
  - All Teaching Assistants will have a specific responsibility that they will carry out, in the times agreed. This role will be part of one a number of themed groups in school. It will be important that, where a teaching assistant is working in a subject area there have been discussions between them and the teacher responsible to agree a work schedule.
  - Teaching Assistants who are above point 15 on the pay scale and have an NVQ level 3 or equivalent qualification, will be asked if they wish to undertake cover supervision. This will only be used to cover planned teacher absence to attend courses or illness. It will only be used for full and half days and teaching assistants will deliver lessons planned by teachers. It will not be used for sessions in the day where teaching assistants lead the whole group or a small group session as part of the agreed curriculum.
  - The teaching assistants involved in cover supervision will make sure that ongoing records are complete and communication is as normal.
- 5. Teaching Assistants work cooperatively with teachers to support the learning and participation of pupils.**
- Teaching Assistants will be made aware of and have a part in agreeing all classroom procedures and practices
  - Teaching Assistants will be involved in discussions to agree the best teaching strategies for pupils.
  - The class briefing and review sessions on Mondays and Fridays will provide opportunities for Teaching Assistants to be kept informed and also for them to contribute to pupils learning.
  - The class briefing and review sessions will provide opportunities for Teaching Assistants to be kept informed and also for them to contribute to pupils learning.
  - In some classes especially those for pupils with ASD discussion will be ongoing about the best way to get over the barriers to pupils learning.
  - High quality input from Teaching Assistants will be ensured by the development of a mutually supportive professional environment in which the

directing given by the teacher has been absorbed and is not constantly emphasised and made explicit.

- Teacher assistants will play a full part in the ongoing recording and marking of pupils' progress following agreed whole school systems. This will be descriptive and evaluative and also record the amount of support the pupil needed.
- Teaching Assistants will attend departmental meetings and other whole school meetings to ensure their skills are best used for the benefit of the pupils.
- Teaching Assistants will be involved where at all possible in behaviour management meetings and will be aware of all behaviour management plans and procedures.
- Teaching Assistants will have individual access to relevant communications either individually or through a classroom copy. All Teaching Assistants also have a school e-mail address that will be used to share information. It is their responsibility to read and delete the emails.
- Teaching Assistants will have access to whole school training days on their legal responsibilities in relation to issues such as Child Protection and Health and Safety.

**6. Teachers and Teaching Assistants learn together to improve the quality of their work and the progress of the pupils.**

- Teaching Assistants attend all training days on a pro rata basis. Usually the content will be relevant to all staff as it is felt these days are valuable opportunities for all colleagues to work together their may be occasions on which teachers and Teaching Assistants have separate training where this will be more effective.
- There will be specific external courses such as PEC's where teachers and teaching assistant will attend together to extend the value of the training.
- Teaching Assistants with specific skills will be asked where appropriate to deliver training to other staff.
- Where Teaching Assistants work with specific groups of pupils such as those with ASD they will have access to relevant specific CPD.

**7. Teaching Assistants will create partnerships with others involved in the pupils' education.**

- Teaching Assistants will be involved with parents and will make sure that the information they receive is passed on to all involved. All relationships with parents will be professional and will ensure that parents are not getting mixed messages from the various classroom staff.
- Teaching Assistants will be able to accompany teachers on home visits where these are arranged.
- Teaching Assistants will have access to training from and consultation with members of the multi disciplinary team specifically they will be able to attend the multi disciplinary team meetings for individual pupils.

- If staffing can be organised Teaching Assistants will be able to attend annual reviews. Where a teaching assistant works with an individual pupil this will be a priority.
  - Teaching Assistants will be asked to contribute written reports for pupils where they work with them individually in school and in mainstream schools. The format for this is agreed.
  - Teaching Assistants will support teachers on Parents Evenings if their personal circumstances allow. This is recognised to be very valuable where possible.
  - Teaching Assistants will also be able to attend residential activities with pupils should they wish to do so.
  - Teaching Assistants will be invited to support school functions such as Summer Fairs etc. Their support for these reinforces the fact that they are part of the whole school team and is valued.
- 8. Teaching Assistants meet with other Teaching Assistants for the purpose of planning, problem solving and staff development.**
- A termly meeting will be held for Teaching Assistants that will have agreed agenda items and also the opportunity for Teaching Assistants to raise issues.
  - Training Days provide opportunities for Teaching Assistants to work together.
  - Classroom planning discussions will be held.
- 9. Teaching Assistants have the opportunity to review their performance and promote their personal development.**
- Teaching Assistants will have an annual professional development meeting with the headteacher. At this meeting they will discuss their work over the previous years and review any targets they have agreed, agree new targets for the next year, discuss any professional development they have received and plan more for the next year, discuss any issues or concerns about specific pupils, discuss their views on their career over the next five years, discuss their draft reference. They will agree an action plan for the next year. This plan will be informally reviewed at 6 monthly intervals.
  - Teaching Assistants will have opportunities to attend training that meets their professional and their personal needs and the school will fund this where possible.
  - If Teaching Assistants are attending courses in their own time the school will support their training through advice, use of resources and opportunities for assessment.