



Notting Hill Preparatory School

4.7 Policy for Teaching Assistants

(EYFS & KS1-3)

Reviewer responsible: **Head of Lower School**
Reviewed by: **CH**

Date of last review: **08/19**
Date of next review: **09/20**

TEACHING ASSISTANTS

Teaching Assistants are part of a workplace culture that outlines the importance of dealing with issues such as well-being, work/life balance, stress and bullying. Notting Hill Prep places considerable value on the contribution TAs make to the education of the pupils in our care. We believe that TAs can make a significant contribution to improvement in standards, especially in raising achievement for pupils with special needs, the highly able and those who are under-achieving.

The Headmistress is responsible for the welfare of the TAs in school. The Head of Lower School is responsible for the line management of the TAs on a day-to-day basis. The Lower School SENco, alongside the Head of Lower School, coordinates the training of the TAs in school.

The Role of the Teaching Assistant

General areas of responsibility

- To promote and safeguard the welfare of pupils.
- To comply with the school's child protection policy and ensure that any concerns relating to the safety or welfare of children are reported to the DSL or the Head.
- To contribute to the general well-being of the school community in order to help maintain and improve the ethos and performance of the whole school for the benefit of its pupils.
- To keep up to date with pastoral care policies of the school and remain sufficiently aware of any personal problems of individual pupils.
- To act consistently in a calm and supportive manner with staff and colleagues.
- To support pupils and colleagues by attending a range of school productions, functions, charity and sports events.
- To carry out supervisory duties, including playground, lunch and late club supervision, as directed by the Deputy Head (Operations).
- To cover for absent colleagues when required, as organised by the Deputy Head (Operations) or Head of Lower School.
- If notified in advance, to take or assist games and school teams as required by the Head of Sport.
- To take part in residential trips if necessary and reasonable.
- To attend all staff briefings, meetings, open days, briefings, assemblies and inset days, as required.
- To undertake other specific duties which may, from time to time, be reasonably requested by the Headmistress and Head of Lower School.

The specific duties of the teaching assistant are divided into five strands:

- Supporting the pupil
 - a) supporting all pupils with whom you come into contact
 - b) working with individual pupils as directed by the class teacher
 - c) working with a range of ability groups under the class teacher's supervision
 - d) taking a group of children as designated by the class teacher for the RWI programme
 - e) helping to develop pupils' social skills
 - f) giving appropriate support to any pupils with special needs, either physical, behavioural or educational
 - g) ensuring pupils are given care and protection
 - h) developing children's social skills
- Supporting the teacher
 - a) supporting group work and whole-class work
 - b) helping to assess pupils' literacy, numeracy and reading performance
 - c) performing routine tasks, for example, preparing materials
 - d) marking some work, for example, mental maths tests and spelling tests. The majority of marking will be undertaken by the teacher.
 - e) Promoting positive behaviour both inside and outside of the classroom
- Supporting the Curriculum/helping to organise materials used in all lessons
 - a) supporting individual pupils, groups or the class, while the teacher works with a group of children.
 - b) support in specialist subject lessons (this is dependent on the year group and can vary depending on ratio requirements)
 - c) taking groups in games/playtime activities.

- d) participating in, and contributing to, team planning, self-evaluation and in-service training in assigned areas of the curriculum and in the provision of pastoral care
- General activities
 - a) supervision of pupils out of class (lunch time, playground, late club)
 - b) extra-curricular activities and visits
 - c) photocopying and management of resources
 - d) interaction with parents
- Taking on teaching role
 - a) having received RWI training, teach a group of children in the RWI programme
 - b) In the event of a teacher being absent, the TA will take on the role of Class Teacher and liaise with the parallel teacher to deliver the lessons effectively
 - c) If a TA covers for a teacher for a full day, they will be paid a teacher-top up wage

Support for Teaching Assistants

In order for TAs to fulfil their vital role at Notting Hill Prep, we believe it is essential that they are valued, respected and supported, 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 Head of Lower School, who is their Line Manager/Mentor.
- ◆ An effective Induction Programme operates. This induction is an opportunity for new staff 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 and safeguarding induction
- ◆ TAs meet with the Head of Lower School, Lower School SENco and/or the Lead TA for regular meetings
- ◆ There are opportunities for CPD, both internally and from external course providers. TAs are encouraged to find opportunities for professional development
- ◆ As a group, all TAs have one Lead TA who acts as their mentor and represents their concerns or interests to the Headmistress or Head of Lower School.
- ◆ TAs are included in the Performance Management and Professional Review Procedures.
- ◆ 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. Wherever possible TAs are involved in the formulation and execution of these plans.
- ◆ TAs are expected to attend Staff Meetings, Curriculum meetings and INSET days if appropriate.
- ◆ TAs at Notting Hill Prep have a right to Professional Development, including attending occasional relevant courses.

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. In order for the teacher and children to benefit and for the TAs to feel valued and respected, TAs should, wherever possible, be included in planning, preparing and reviewing procedures. The form teacher may at times ask for an extra time commitment for example for class assembly practice. If a TA feels their workload is unreasonable, they should approach the Head of Lower School.