

Behind every Teacher is a Great Teaching Assistant

Expectations for TAs at Pebble Brook School

In lessons

Lesson Start	<ul style="list-style-type: none"> • Ensure knowledge and understanding of what is to be taught in lessons. • Ensure all resources are ready and sheets are trimmed to fit exercise books. • Write Now/Next boards for particular students guided by teacher. • Ensure dates written in books/full written date in English books. • Give out and support the sticking in of I cans. • Support targeted students to experience the success starter positively • Be aware of Risk assessments, read and sign.
During lessons	<ul style="list-style-type: none"> • Support student focus and give encouragement. • Ensure those that need therapeutic tools are able to use them. • Support for writing – spellings, sentences on wipeboards, scribing. • Work with individuals, pairs, groups as directed by the teacher. • Support Teacher's behaviour management. • Mark student work as circulating/ add relevant comments from students re work (Use PB marking abbreviations- mark in green pen). • Escort students toilets/between lessons where appropriate. • Work with/supervise students out of lessons. • Liaise with and feedback to teacher through out. • Encourage positive behaviours and model appropriate responses.
Before/ After lesson	<ul style="list-style-type: none"> • Prepare resources – photocopy/ trim to fit exercise books/ remove any website information. • Record Merits. • Record behaviour incidents on CPOMS. • Mark work under the direction of the teacher/homework. • General classroom tidy. • Support preparation & organisation of display boards. • Refill classroom supplies pens, glue, printer paper etc. • Sharpen pencils.
Lesson Cover	<ul style="list-style-type: none"> • On occasion the teacher may need to step out of the room, the TA will be responsible for the progress of the lesson for a short time. • You may be required to cover in PPA. • You are required to support the covering teacher with lesson content/approach should the timetabled teacher be away. • On occasions you may need to lead a lesson with another TA if no teacher is available.

Duty	
Morning duty 8.15 – 8.30 Break 10.45 - 11.00 1st Lunch Duty; 12.15 – 12.45 2nd Lunch Duty; 12.45 – 1.15pm	<ul style="list-style-type: none"> • Prompt arrival to the playground at allocated time. • Self allocation to area of playground that is unsupervised. • Engaging and chatting with students. • Encouraging social interaction between students. • Organising playground game. • Close observation of students to prevent escalation of disagreements. • Intervention for behaviour incidents – sending for help as appropriate. • Intervention for medical incidents – sending for help as appropriate.
In Form Time	
	As for subject lessons, plus... <ul style="list-style-type: none"> • Share/listen to reading with pupils help with pronunciation, expression, comprehension. • Complete reading record books. • Take small groups of students to the library, use computer to record loans and returns. • Support all sessions in liaison with teacher as above.
Out of lessons	
Resource preparation Marking and collecting evidence of pupil progress Homework Display	<p>These jobs should be allocated to PPA and directed time before and after school.</p> <ul style="list-style-type: none"> • Preparation of all resources for subject and Form tutor. • All sheets trimmed to fit into student exercise books. • On occasion the teacher will request that a TA do short form marking in directed time and take photos to provide evidence of e.g. practical progress in class. • Support for taxi time. • Print off homework, trim and stick in books • Mark homework, let teacher know of any that struggled and any who haven't done it. • Record Safeguarding concerns. • Keep the form room tidy and top up necessary lesson resources e.g. pens, glues. • Support teacher with Displays around school. • Ensure student timetables are displayed outside the room and Form Timetable is prominent in the classroom.

Working Hours	
Full time 37 hours per week	<ul style="list-style-type: none"> The working hours will be 8-4pm. On a Friday TA's leave half an hour early: 8am start, 3:30pm finish. Starting times/hours should be consistent unless agreed otherwise with SLT.
Part Time	<ul style="list-style-type: none"> Pro-rata the hours above. Directed time starts at the time school work starts and does not include social time in the morning or evening. This time, if taken need to be added to the working day.