



Teaching Assistant Tips

Teaching Assistant Roles and Responsibilities

Role:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. In primary and special schools you may be primarily responsible for supporting one child or a small group of children with special needs, or you might be attached to a particular class. In secondary schools you are more likely to be working with one child across all areas of the curriculum.

Responsibilities:

- Attend to pupils' personal needs and implement related personal programs, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Reinforce learning in small groups or with individuals, while the teacher works with other students.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Assist the teacher(s) in following tasks of effective behavioural management.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- Prepare classroom as directed for lessons, clear afterwards and assist with the display of pupils work.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Provide clerical/admin support e.g. Photo copying, typing, filing, collecting money, etc.
- Supervise children in the hallway, lunchroom and playground.
- Support pupils to understand learning strategies e.g. Literacy, numeracy as directed by the teacher.
- Prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use.

Useful Websites for Teaching Assistants

<http://www.classroom-assistant.net>

<http://www.teaching-assistants.co.uk>

<http://learningsupport.co.uk>