

TEACHING ASSISTANT STANDARDS EXPECTATIONS OVERVIEW

Standard		TEACHING ASSISTANT	
1	Teaching and Learning	Learning	<ul style="list-style-type: none"> Promote, support and facilitate independent learning Assist tutor with learning activities and contribute ideas for meeting the objectives of each session. Support the learners in accessing learning activities individually or in small/whole groups as directed by the tutor to enable learners' progress towards their outcomes. Be aware of and support differences to ensure all learners have equal access to opportunities to learn and develop. Support the development of learner communication skills using both spoken and augmentative communication approaches. Establish productive working relationships with learners, acting as a role model and setting high expectations.
		Assessment	<ul style="list-style-type: none"> Contribute towards and review individual learner outcomes and strategies. Observe, monitor and record the progress of learners both using the appropriate format as advised by the tutor including learning, behaviour and wellbeing, safeguarding etc. (including liaising with therapists) as directed in order to support the tutor deliver the specific learning programmes set for each person.
		Teaching	<ul style="list-style-type: none"> Sole responsibility for individuals and small teaching groups in a range of environments; college, satellite site, work experience or the community
		Environment	<ul style="list-style-type: none"> Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable learners to meet their outcomes. Assist where necessary with display, preparation and organisation of learning materials to ensure effective and efficient teaching.
		Resources	<ul style="list-style-type: none"> Ensure resources are replaced in good order in communal areas of the college to ensure the learning needs of all learners can be met. Make materials/visual supports for tutors or support the learner in doing so that will enhance learning.

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2	Professional and personal conduct	Communication	<ul style="list-style-type: none"> Liaise with learners and parents/carers if requested by the tutor, maintaining professional, confidential dialogue with due regard to college policy and practice and feedback to the tutor Keep abreast of whole College communication
		Whole College	<ul style="list-style-type: none"> Contribute to the overall work/aims of the college and appreciate and support the role of colleagues and other professionals to enable the college fulfil its development plans etc.
		Training	<ul style="list-style-type: none"> Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own professional development. Attend training outside of contracted hours with advanced notice and in negotiation.
		Time keeping	Arrive at the college in time to be appropriately prepared for the start of working hours and leave after duties to learners have been dispensed, within contracted hours unless unprecedented circumstances
		Multi agency input	<ul style="list-style-type: none"> At the request of the class tutor liaise with therapists regarding specific programmes for people
		Leadership	<ul style="list-style-type: none"> Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop.

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3	Wellbeing of learners	Health & safety	<ul style="list-style-type: none"> Ensure health and safety and use strategies to help the learner develop mutual or self-regulation strategies and skills. Be aware of and comply with policies and procedures relating to child protection and safeguarding, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure learners' wellbeing. Supervise and have responsibility for the safety of learners at breaks, offsite and in organised learning activities. Support the physical needs of learners and promote independence.
		Behaviour	<ul style="list-style-type: none"> Implement personal support plans, agreed strategies and protocols and specific programmes to ensure learners' wellbeing, health, safety and learning needs are met. Promote positive behaviour effectively and consistently to raise self esteem Promote the inclusion and acceptance of all learners within the College and wider community
		Care	<ul style="list-style-type: none"> Attend to learners' personal care needs as appropriate and in line with health care plans. Provide support for the tutor and colleagues in the manual handling and/or physical intervention of learners to ensure learners' wellbeing, health and safety is maintained Prepare primary care areas and disposal of soiled waste as required. Attend to learners' personal medical needs to ensure learners' wellbeing and health and safety, following specialist training.

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4	Knowledge and understanding	Professional development	<ul style="list-style-type: none"> Acquire the appropriate skills, qualifications and/or experience required for the role, with the support from the college Share responsibility for ensuring own knowledge and understanding is relevant and up to date by reflecting on own practice, liaising with college leaders and accessing relevant professional development to improve personal effectiveness

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		Understanding	<ul style="list-style-type: none"> • Demonstrate the expertise and skills in understanding the needs of learners and deliver support to meet individual needs • Understand roles and responsibilities within the college, recognise these may extend beyond a direct support role • Have experience and reflect on skills needed to work with young people with SEND.
		Support	<ul style="list-style-type: none"> • Provide clerical/admin support (e.g. typing, photocopying, collection and recording of money etc.) • Timely and accurate preparation and use of specialist equipment/ resources/ materials as required, whilst creating and maintaining a purposeful, productive and safe working environment to ensure learners learning needs are met.