



# **NEWBOLD SCHOOL**

## **Guidelines for Teachers working with CLASSROOM ASSISTANTS**

*Reviewed by Mrs J Crissey September, 2020  
To be ratified by Newbold School Board of Governors by October, 2020)*

At Newbold School our aim is that class teachers, support assistants and volunteers will work in liaison to provide effective learning support and inclusion for all pupils. This is dependent upon good communication between staff and a willingness to support each other and work as a team within the classroom.

- The class teacher has overall responsibility for the education, care and control of the children, therefore, assistants must follow the instructions of the teacher when carrying out duties.
- When a teacher gives specific work for a group or an individual pupil, the classroom assistant must make every effort to ensure the specified work is done. Assistants must employ teaching methods consistent with the school's overarching policies (e.g. Teaching and Learning; Behaviour; Staff Code of Conduct; Safeguarding etc..).
- Time should be made available for the discussion of timetables, plans, and for reflection between teacher and support assistants, which may be done - if necessary, electronically when time within class isn't available.
- Teachers and assistants should communicate and exchange ideas freely. During a busy day this may be by means of a jotting pad.
- Through discussion/timetables, establish who works with whom, when and how. Distinguish which particular groups or individuals will be targeted, and how, when appropriate, all children will experience the same activity. Discuss how this will be incorporated into formal and informal assessment.
- Discuss class rules and any procedures adopted e.g. lining up, using toilet, etc. All new rules and procedures related to COVID-19 risk assessment should be shared with all classroom assistants, including volunteers.
- Build on strengths – make use of and recognise children's talents.

Use good questioning to guide the pupil, rather than give the answers without encouraging the pupil towards as much independence as possible

- Teachers should also recognise and employ the specific talents of their classroom assistant, where possible.
- The teaching assistant is employed primarily to work directly with groups or individual children. However, some of the teaching assistant's duties will also include supporting the teacher with general classroom tasks, where appropriate and lunchtime supervision.
- Due to COVID-19, classroom assistants will need to help out with frequent cleaning of high-use surfaces (light switches, sinks etc...)
- Classroom assistants will need to supervise children on toilet trips. They will escort children to the toilet door and wait outside and escort them back to class. Children will go outside their classrooms and around the building to use the playground entrance to the school. This is to ensure contact between people in the narrow corridor is minimised.
- In order to ensure staggered break and lunch times are fully supervised, staff non-contact time will be reduced to half an hour.
- Classroom assistants may be asked to cover classes if the school ends up running short of staff due to COVID-19. Teachers will be expected to prepare work for the children, should this scenario happen and a teacher in school.
- Teachers should not expect a support assistant to work solely with difficult or disruptive pupils unless the assistant has been specifically employed for this purpose.