

Support Staff Day to Day Expectations

Introduction

We want Beckfoot Heaton to be a great school. All who work in our school including Teaching Assistants shape whether or not we can make this a reality or how quickly it can be achieved. You should feel proud to be part of this team, and to act as a positive role model to help support the ethos and demonstrate Heaton values to the children. Through us having clear Day to Day expectations we will keep focused to our `sole purpose of our role here at Beckfoot Heaton. Let's help our school be a great school.

Before the children arrive 8:30 – 8:45

- Open shutters.
- New date on board.
- Input from teacher- read through plans and paraphrase into orange books.
- Ensure that all resources are out.
- Classroom is safe and ready.
- Prepare books – margins, stick in work etc.
- Set up the tables.
- Be ready for the children, meet and greet @8:45 with a smile.
- Put homework and letters in trays **(or use a child monitor to do this)**
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During Lessons

- Meet and Greet with a smile, name and eye contact.
- Have an awareness of a child's emotional well being and act appropriately.
- Awareness of child's ability to learn and using appropriate resources to aid learning.
- **Focus children on the carpet input, ask questions to check understanding.**
- **Which group is the focus for the main part of the lesson, using key vocab.**
- **Scan the room for behaviour management.**
- **Allowing your group to get stuck. Giving them time constraints to complete something. Move to another table to support independence.**
- **Asking the child to explain what they have learnt.**
- **Model its ok to get things wrong and ways to resolve this.**

Break time and Lunch times

- Adults to be there before the children.
- Ensure the equipment is set up.
- Keep the children safe, and report concerns.
- Join in and engage in the activities
- Encourage friendship groups.
- Look out for the dis- engaged children.
- Ring the bell on time/ keep an eye on the time.
- Communication between the Teachers / TA's.

After school

- Walking out with the children.
- Tidy classroom.
- Mark books.
- Resources for next day prepared.
- Displays – tidied, fixed or changed.
- Feedback from lessons – Children's behaviours, learning.
- Discuss tomorrow's plan.
- Phone calls to parents – Behaviour, positive, trips etc.
- Supervise children left behind.

Whenever you get a minute

- Small intervention groups.
- Focus on children who seem out of character that day – give them a job to help you with etc.
- Reading with target children, check reading records.
- Prepare resources as requested by teacher. Laminating etc.
- Ensure children are on task.