

Additional resource 2

Teaching assistant development record

Teaching assistant:		Date of observation:	
Lesson observed:		Observer:	

Date of meeting:			
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This document is the basis from which the *Curriculum Support Faculty's Monitoring and Evaluation Programme* for teaching assistants is implemented. This is a record of observation, evidence and direct dialogue between professional colleagues. The document will also identify training and development needs for staff.

Area of focus	Grade (1 – 4, where 1 is excellent)	Comment/evidence	Outcomes and targets
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Supporting the student

Supporting learning by working with students, individually or in small groups, either inside or outside the classroom, under direction.			
Aiding students to learn as effectively as possible by clarifying and explaining instructions.			
Motivating and encouraging students, as required.			

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Supporting weaker areas, such as language, behaviour, reading, spelling, mathematics, etc.			
Evidence of the development of appropriate resources to enable the students to learn.			
Establishing supportive relationships with students.			
Supporting students with the development of their social skills.			
Encouraging acceptance and inclusion of students with additional needs in relation to their peers.			
Developing methods of promoting and reinforcing self-esteem.			

Area of focus	Grade (1 – 4, where 1 is excellent)	Comment/evidence	Outcomes and targets
Supporting the teacher			
Assisting, under the direction of the teacher and other professionals, in the development of suitable programmes of support for students with additional needs.			
Contributing to individual student records and reports for review processes and meetings.			
Providing regular feedback to teachers and establishing and maintaining clear lines of communication.			
Undertaking observations of students to assist in identification of areas of need.			
Supporting the teacher with the assessment of students, as required.			
Supporting the whole class, under the direction of the teacher.			
Supporting the teacher with planning and evaluating lessons and modules of work.			

Teacher testimony:

TA nominates teacher whom they work closely with to be asked for comment.

N.B. Teacher testimony is from a teacher nominated by the TA – it does NOT have to be the teacher from the observed lesson.

Area of focus	Grade (1 – 4, where 1 is excellent)	Comment/evidence	Outcomes and targets
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Supporting the school

Attending meetings, as appropriate, including review meetings.			
Attending additional Inset sessions and training, as required.			
Supporting students on educational visits, where appropriate.			

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Supporting whole-school policies and procedures.			
Being aware of confidentiality issues and keeping appropriate confidences.			
Undertaking additional tasks, as directed by the curriculum support manager or director.			

Additional lesson observation comments:

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Additional professional meeting comments:

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Development targets:

1.

2.

3.

Additional TA comments (if required):

Observer signature:

Date:

TA signature:

Date: