

SESSION 2

ROLES, RESPONSIBILITIES AND TASKS

Part 1: The teacher's role

To begin this second session, give each person **Handout 2**, which provides an overview of each of the five statements that were used in Part 2 of Session 1. Read those sections that are the most relevant or that were not emphasised in the previous debate. If the standard of responses during the debate was poor, go over each of the five statements in **Handout 2** more slowly.

25 mins

Part 2: Help needed?

This activity involves the completion of two short questionnaires (**Handouts 3** and **4**). Each teaching assistant will need a copy of each questionnaire.

Give out **Handout 3**; this is a list of roles, tasks and responsibilities. Make it clear that, although teaching assistants' roles vary from classroom to classroom and school to school, many tasks are exactly the same.

Ask each person to complete the questionnaire on their own. This means ticking which tasks they do routinely. In the comments box, ask them (again on their own) to comment on those roles, tasks and responsibilities that are causing them concern in the following ways:

- I need more training.
- I need the teacher to explain what to do.
- I am never clear about behaviour management strategies in these situations.
- I really need to sit down and talk to the teacher about this.

10-15 mins

When **Handout 3** has been completed, set up discussion pairs/threes. Ask the groups to discuss common problems relating to training needs, teacher explanations, having time to sit and plan with teachers, etc.

15-20 mins

On a flip chart, try to identify the common problems that teaching assistants perceive they have in their professional relationship with teachers.

15-20 mins

Finally, give out **Handout 4** and ask each person to complete it by ticking the appropriate box. In the comments box, they need to think about any areas where they feel that they are not being used effectively as part of the school team.

15 mins

When they have completed the comments box, it is important in the period of time between this and the next session to try to overcome some of the difficulties. This can then be covered in the first ten minutes of the next session.