



Support Staff Development Resources

			Management		Learning support						Pastoral/behaviour support			Administration			Site staff		Specialist/technical		
Meeting Individual Needs			Team leader	Reviewer	Cover supervisor	Early years	Special needs	Sports coach	Teaching assistant	Bilingual support	Behaviour support	Care staff	Midday supervisor/playworker	Exams officer	Finance	General admin	Catering	Premises	ICT	Librarian	Science/D&T
Teamwork and working with colleagues		Working with teachers	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Reducing conflict	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Being an effective colleague	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
The learning process and raising standards		Liaising with parents	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		The teaching assistant's role	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Relationships & control	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Behaviour management		Planning & differentiation	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		How well are pupils taught?	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Learning challenges and supporting pupils		Effective teaching strategies	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Establishing classroom rules	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Records and resources		Styles of teacher behaviour	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Learning challenges	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		SEN in the classroom	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Supporting ICT		Gifted & talented pupils	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Bilingual pupils	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Institutional Guidance		Record-keeping	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		ICT & school records	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Equipment & resources	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
CPD		Health & safety in schools	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		ICT & the TA's role	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		When and how to use ICT	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
CPD support		CPD portfolio builder	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Observation form	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Team leaders' toolkit	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Core		Needs of pupils	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		School values, policies, roles & responsibilities	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Telephone & fax	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Information		Computer documents	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Photocopy documents	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Visitors	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Resources		Paper-based filing system	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Database	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Documents from notes	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Support staff competence		Arrange material for retrieval	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Loan material	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Provide information & material	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Pupil support		Risks to health & safety	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Classroom resources & records	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Provide materials, equipment & resources	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Catering		Requests to support learning	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Stocks of laboratory materials & equipment	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Software installation & upgrade	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
CPD links		ICT hardware & equipment	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Maintain resources	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Grounds	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Curriculum Support		Site security	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Use of resources	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Users & contractors	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Personal ICT skills		Clean toilets & washrooms	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Clean carpets & soft furnishings	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Bespoke/specialist software	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Marking		Internet & intranets	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Email	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Operate a computer	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
SEN		Support learning activities	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Literacy & numeracy	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Support student activities	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Primary curriculum		Children's physical development needs	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Children's social & emotional development	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Technical advice & guidance	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Thinking skills		Remote support for products or services	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		System operation	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Children's play	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Maths and English		Health & safety in the play environment	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Children's healthy eating & personal hygiene	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Serve food safely	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Subject links		Prepare food safely	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Prepare healthier food	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
		Video resources	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●