

Support Staff

Development Resources

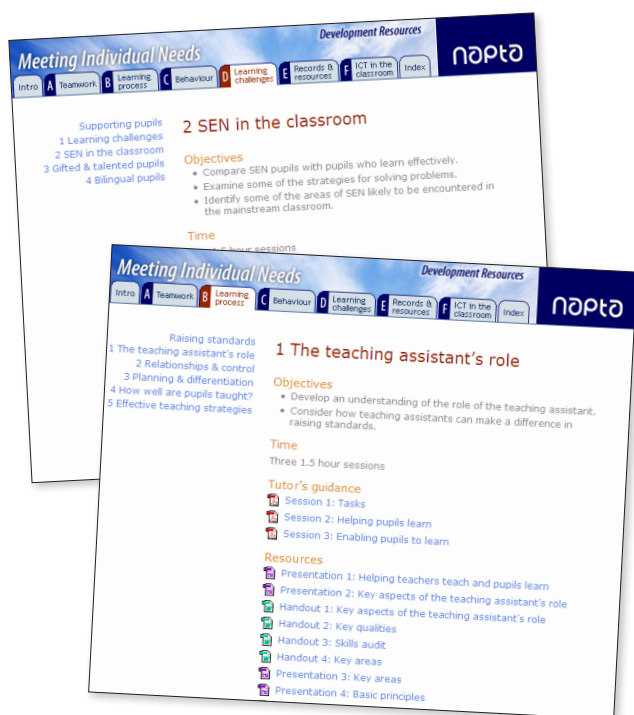
NAPTA provides a number of carefully compiled resources, designed to help schools improve their deployment of support staff, address individual development needs, offer institutional guidance and act as reference and self-study sources.

The material is accessible online to all member schools.

Meeting Individual Needs

This provides detailed, structured, prepared resources, closely mapped to the National Occupational Standards for Supporting Teaching and Learning in Schools, to be used in brief, efficient group training sessions. The contents of each session are designed to be supportive enough to enable effective internal delivery by a team leader. The key sections are on the following areas and offer over 40 sessions:

- **Teamwork** – Working with colleagues and in teams successfully.
- **Behaviour** – Establishing classroom rules and managing behaviour.
- **Learning challenges** – Supporting pupils with barriers to learning.
- **Records and resources** – Managing classroom records and resources.
- **Learning process** – Contributing to the learning process and raising standards.
- **ICT in the classroom** – The teaching assistant's role in supporting ICT in the classroom



Institutional Guidance

Most schools struggle to implement all the mandatory management processes that are now expected in the context of single status for all support staff. The following resources are offered to make implementation much easier.

CPD Portfolio Builder

This resource provides a wealth of materials to help support staff plan, structure and take forward their own professional development, as well as detailed, practical guidance for managers.



The material will help staff to improve their skills and get the most out of the performance management cycle, while also building up a record of their skills and achievements to use in the future.

The Good Practice Guide

A package addressing key issues that schools face in managing teaching assistants, focusing on the building blocks of effective practice.



The resource helps you to focus on your school's particular needs and find an appropriate and practicable development strategy. TAs will be able to explore their professional role through self-discovery, improving practice, understanding their school context and identifying pathways to further professional development.

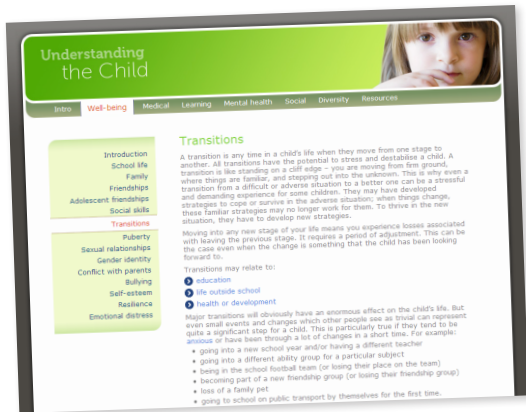
See overleaf for more resources

Institutional Guidance continued

Understanding the Child

An online reference source for everyone in the school, covering the wide range of different needs that individual children have. For each issue, there is a clear explanation and overview, along with links to further information and support.

Case studies and guides to good practice are also included, to inform staff and for use in INSET sessions.



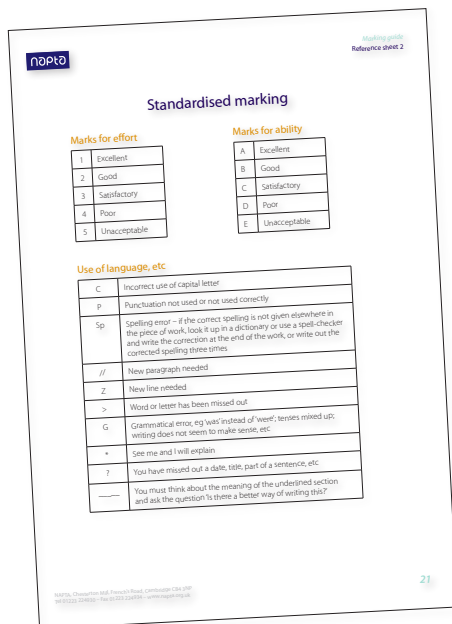
Observation form

A sample form to help with support staff CPD and performance management.

The form is titled 'Classroom observation form Teaching and learning support staff'. It includes fields for 'Name:', 'Job title:', and 'Date: / /'. Below these, it asks for 'Curriculum area/lesson observed:' and states 'This form should be completed and understood with the school's classroom observation protocol in mind.' The form features a grid for recording observations across five categories: 'Excellent', 'Good', 'Satisfactory', 'Performance needed', and 'N/A'. The categories are further divided into 'Planning:' and 'The person being observed:'. The 'Planning:' section includes criteria like 'Is detailed and identifies the skills to be addressed' and 'Has tasks that are appropriate for the abilities of the pupils'. The 'The person being observed:' section includes criteria like 'Shows confidence in the subject matter' and 'Makes learning objectives clear'.

Marking guide

Essential guidance and structured activities to help support staff contribute to marking and assessment.



Video resources

Links to a wide range of professional development films that support staff will find useful. These cover a wide range of issues relating to the practice and professional development, and there are also videos providing lesson ideas and classroom tips for particular subjects.



For more information on any of the above products please contact NAPTA on **01223 224930**, or email **info@napta.org.uk**