

# Mobilise – Embedding Teaching Assistants



This document suggests key actions that should be taken through the year – individual schools should decide on the timing that fits within the school’s annual cycle. Further examples and resources, including TA policies, are available on the Mobilise website: <https://mobilise.kyrateachingschool.com> (RIV)

AUTUMN	SPRING	SUMMER
Induction of new TAs (any examples would be gratefully received)	Induction of new TAs	Induction of new TAs
Review TA-teacher agreements <a href="https://bit.ly/2jrQ8iF">https://bit.ly/2jrQ8iF</a> (example from Malcolm Sargent Primary)	Performance management mid-year review	Skills’ audit – use to inform next year’s placement and training needs <a href="https://bit.ly/2jrQ8iF">https://bit.ly/2jrQ8iF</a> (example from North Somercotes)
Performance management <a href="https://bit.ly/2Kzm412n">https://bit.ly/2Kzm412n</a> (example targets against each of the standards) <a href="https://bit.ly/2jrQ8iF">https://bit.ly/2jrQ8iF</a> (template from Morton Trentside)	Review ongoing CPD requirements	CPD offer – <i>what are the training needs of TAs for the next academic year?</i>
MITA Survey app <a href="https://bit.ly/2jsfA7K">https://bit.ly/2jsfA7K</a> (identify areas of strength and development – <i>are skills embedded?</i> )	Monitoring of liaison time	Plan transition arrangements – allocated time for TAs to pass on knowledge of pupils to new class team
Liaison time guidelines agreed <a href="https://bit.ly/2JV5CqN">https://bit.ly/2JV5CqN</a> (example from St Norbert’s Catholic Primary)	TAs attend pupil progress meetings/provide feedback for PPMs	Monitoring of liaison time
Monitoring of liaison time	Conduct peer-observations	TAs attend pupil progress meetings/provide feedback for PPMs
TAs attend pupil progress meetings/provide feedback for PPMs	Invite TAs to attend SEND reviews, as appropriate	Invite TAs directly involved to join teaching staff to review SDP
Conduct peer-observations <a href="https://bit.ly/2jrQ8iF">https://bit.ly/2jrQ8iF</a> (documents to support setting up, carrying out and feedback of TA peer observations and a template for focusing on the scaffolding framework)	Share timetable of staff meetings, highlighting opportunities for TAs’ attendance	Invite TAs to attend SEND reviews, as appropriate
Invite TAs to attend SEND reviews, as appropriate	Share timetable of TA meetings with <b>all</b> staff	Complete staff questionnaires/surveys
Share timetable of staff meetings, highlighting opportunities for TAs’ attendance	Intervention drop-ins (TAs observing delivery)	Share timetable of staff meetings, highlighting opportunities for TAs’ attendance
Share timetable of TA meetings with <b>all</b> staff	Intervention Health-check <a href="https://bit.ly/2K4o2sQ">https://bit.ly/2K4o2sQ</a>	Share timetable of TA meetings with <b>all</b> staff
Intervention drop-ins (TAs observing delivery)		Intervention drop-ins (TAs observing delivery)
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