

## **AUTUMN CONFERENCE**

### **ASHTON ON MERSEY HIGH SCHOOL**

Cecil Avenue, Sale, Cheshire M33 5BP . Tel: 0161 973 1179

Tuesday 7<sup>th</sup> October 2014 9.30 am. – 12.30 pm.

# **TEACHING ASSISTANTS APPRAISAL**

## **PROTOCOLS FOR YOUR SCHOOL**

John Hemmings – Education consultant

1. 9.30 Welcome and introductions
2. Planning your structure – who, how and why?
3. Developing a protocol and calendar – what and when?
4. School expectations – links to teaching and teachers
5. 10.45 Refreshment break
6. 11.00 Training reviewers – consistency and quality assurance
  - a. National standards to meet the job requirements
7. Setting SMART objectives – layered objectives in line with School development plans
8. Putting effective TA Appraisal into the school
9. 12.15 Questions and close for 12.30

### **Supporting File**

1. Protocols, calendar, structure and overall records
2. TA's job descriptions – Objective setting – interim reviews – records papers
3. HLTA National Standards
4. TA's National Standards
5. School teaching expectations – lesson observations – records – coaching plans – internal support plans – frameworks
6. Role of Reviewer and quality assurance
7. Individual objective evidence
8. TA National standards full version
9. Layered objectives – an infant school example

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