

The Role of a TA at NCS

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<https://www.ftta.com.au/assets/An-introduction-teacher-aide-assistant-education-support-course.pdf>

Defining the role

For simplicity, this learner guide uses the term TA to describe a person who is employed as an education assistant. There are many types of TAs as you will read later in this chapter. In most cases however, TAs will normally be:

- Paid employees of a registered school
- Employed to assist the classroom teacher
- Be focused on child development (helping children improve)

There are three common tasks that all TAs are employed to undertake:

- Assist with student behaviour
- Assist with student development
- Assist with operational tasks

In a typical classroom, an TA will circulate from group to group or work one on one with a student. An TA is not expected to teach the whole class at once as that is the role of the classroom teacher. During class time, the TA is helping to ensure that students are meeting behavioural expectations (class rules for example) and are on task. The term 'on task' means that students are doing what they are supposed to be doing – normally learning something, completing an activity or task set by the teacher.

To understand the role of an TA you need to understand the roles and responsibilities of the classroom teacher. The teacher will:

1. Set the rules, policies and processes
2. Set the learning content, planning etc.
3. Develop resources such as worksheets for students to use
4. Coordinate the operation of the classroom (who sits where, budgets)
5. Keep in contact with parents, senior staff, other stakeholders as needed
6. Coordinate and supervise EAs
7. Deliver learning content to students (class, groups, individually)

Your role as a TA is to assist the teacher in one or more of these tasks. In all cases you should follow the instructions of your classroom teacher.

Important point:

Some experienced TAs may operate their own program with a group of students (such as a literacy program) and be more independent than most TAs (almost like a teacher). Some

TAs will be assigned a child with special needs and may take more responsibility for that child in terms of curriculum and behaviour. TAs undertake a wide range of jobs particularly when a need or gap has been identified.

Common tasks

In your role as a TA you may undertake some of the tasks listed below:

- Preparing resources for students
- Organising, cleaning and storing equipment
- Guiding student behaviour
- Ensure class and school routines are followed
- Recording student progress
- Reporting student progress to the teacher
- Cleaning and assisting with hygienic related tasks
- Assisting children with hygiene and toileting
- Assisting students with special needs
- Supervising students inside and outside of the classroom
- Monitor the environment for hazards and undertake risk management
- Develop rapport with students (and staff)
- Maintain professional conduct (dress, hygiene, punctuality, demeanour)
- Support student literacy development
- Support student numeracy development
- Support student cognitive development (thinking)
- Support student physical development (gross motor, fine motor, physical health)
- Support students to learn new skills (life skills, general knowledge, work skills)
- Assisting with organising excursions and incursions
- Administration tasks such as recording attendance

“They work closely with teachers, developing and obtaining resources, setting up and operating equipment, undertaking administrative duties, supervising students and participating in teaching activities under the direction of a teacher.

They provide a wide range of support for students who need assistance to participate in educational activities and achieve learning outcomes.”