

# S

## Specific

Be specific about what you want to achieve

Ask yourself questions about your goals following the five W's - Who, What, When, Where, and Why

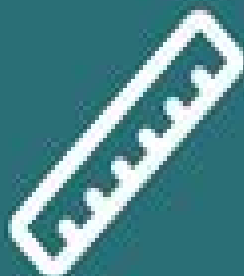


# M

## Measurable

Make sure that you can measure your success

You'll be able to track your progress by answering questions like how will you know when your goal is complete?



# A

## Achievable

Ensure your goal is realistic and achievable - don't set yourself a goal that's too easy or too difficult to complete

Look at your current situation and make sure you have what you need to achieve

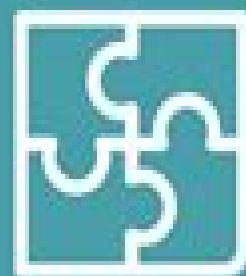


# R

## Relevant

Set yourself a goal that's relevant to you

Is your goal worthwhile to you?  
Are you the right person to achieve it?  
Is your goal applicable to your current situation, or is it unrealistic?

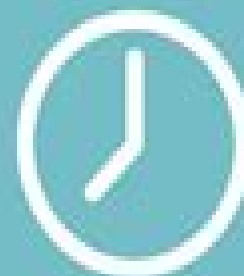


# T

## Time-bound

Assign a start and end date to your goal to encourage yourself to reach it with a deadline

Think about what you can do today, tomorrow, months from now to achieve your goal



# Smart Targets For Teaching Assistants

**Sonia Blandford, Catherine Knowles**



## **Smart Targets For Teaching Assistants:**

Teaching Assistant's Handbook Louise Burnham, Kate Carpenter, 2004 Covering mandatory and optional units this book provides teaching assistants what they need to know It covers guidelines and advice for assistants supporting children with English as a second language It also includes illustrations photographs and case studies relevant to those working in secondary schools

**Co-producing SMART Targets for Children with SEND** Sarah Martin-Denham, 2022-07-08 This accessible guide supports school and education settings in co producing SMART targets for education health and care plans SEN support plans and Personal Education Plans The book encourages educators to collaborate with children young people and their caregivers to gain an in depth understanding of their views aspirations strengths and areas of challenge and to write purposeful specific measurable and achievable targets Each chapter offers successful approaches to capture authentic voice with a variety of contributors sharing their journey to improve child and family leadership by developing child centred approaches in their contexts The book includes case studies and reflective activities to further support the reader with creative and innovative approaches to SMART targets that are underpinned by the child s perspective With contributions from a range of schools and across age phases this book encourages and enables collaboration with children young people and their caregivers and will be essential reading for SENCOs designated leads for safeguarding teachers and senior leaders in both mainstream and specialist settings

**Leading and Managing Teaching Assistants** Anne Watkinson, 2007-12-18 This comprehensive practical book deals with how to utilise Teaching Assistants effectively Written by a recognised authority on teaching assistants this supportive and stimulating book is complemented with effective strategies for managing TAs

Working Effectively With Your Teaching Assistant Sara Alston, 2023-02-02 From Sara Alston co author of The Inclusive Classroom comes a new book supporting primary teachers to work more effectively with their teaching assistants to promote children s learning Specifically focused for early career teachers this book provides valuable support for managing this vital but potentially challenging relationship Working Effectively With Your Teaching Assistant supports teachers in maintaining classroom relationships including working with the expert or inexperienced TA It explains different TA roles including the role of the classroom TA or learning support assistant the special needs assistant and 1 1 TA different forms of intervention including pre and over learning and the importance of ensuring that all children access quality first teaching how to work collaboratively including ways of sharing planning and feedback differentiation strategies promoting independence and how to support each other beyond the classroom Featuring quotes from TAs about their classroom experience and what would help them plus solutions for when things don t go to plan this book will help primary teachers to have a significant impact on learning while saving themselves time and reducing stress

**The SEN Handbook for Trainee Teachers, NQTs and Teaching Assistants** Wendy Spooner, 2013-05-24 Newly qualified teachers trainee teachers and teaching assistants receive little training in working with students with special needs The SEN Handbook acts as a comprehensive guide for them

Features include collaboration with NASEN ensuring up to the minute advice on SEN issues linked throughout to the National Standards allowing readers to understand exactly what is expected of them and how to achieve it practical useful and accessible writing which is specifically aimed at TAs NQTs and trainees easy to dip into when needed An invaluable resource for newly qualified teachers teaching assistants and trainee teachers

**The Effective Teaching Assistant** Abigail Gray, Melanie Wright, 2020-12-29 Aimed at teaching assistants who work closely with children with special educational needs The Effective Teaching Assistant A Practical Guide to Supporting Achievement for Pupils with SEND is a practical and accessible resource tailored precisely for teaching assistants specific needs which explores both the opportunities and limitations presented by their role Each chapter provides both training activities and teaching resources designed to assist TAs HLTAs in reflecting on their own experience while enhancing current practice The chapters address key topics including SEND and inclusive teaching Multi sensory teaching Supporting differentiation or adaptive teaching Supplemented with checklists and useful diagrams this text is essential reading for teaching assistants students and practitioners It is particularly relevant for students working in undergraduate post graduate and professional development programmes

[Achieving Speech and Language Targets](#) Catherine Delamain, Jill Spring, 2017-07-05 Achieving Speech checklists which enable the user to identify a child's problems in the areas of understanding language using spoken language and developing speech sounds a wide range of games songs and rhymes to help children achieve specific targets teaching ideas a resources section containing photocopiable activity sheets games a booklist techniques used by speech and a dictionary of terms that refer to speech language This is an essential tool for busy teaching staff Many of the activities can take place in the context of the everyday curriculum and include a range of play opportunities designed to make learning interesting and dynamic Almost all activities can be carried out using equipment that is readily available in early years classrooms

**Brilliant Teaching Assistant** Louise Burnham, 2020-07-10 Outlining the key duties and responsibilities of the role and illustrated with examples from practical contexts Louise Burnham will show you how to shine in the classroom and aim for the next step in your career

**A Teaching Assistant's Guide to Completing NVQ Level 3** Susan Bentham, Roger Hutchins, 2014-01-14 A Teaching Assistant's Guide to Completing NVQ Level 3 is a must have for all teaching assistants embarking on this course and invaluable reading for tutors and assessors This textbook addresses both the performance and knowledge requirements of the course A key element of your NVQ Teaching Assistant course is to show evidence that you can apply your knowledge to everyday classroom activities and students often find this is their biggest challenge This book provides a range of tried and tested materials and practical advice on how to gather evidence that covers key performance indicators to ensure that you complete your course successfully This essential guide gives detailed guidance on how to collect evidence from a variety of sources to match performance indicators provides photocopiable templates for teacher teaching assistant discussions on roles and responsibilities appraisals and self appraisals gives examples of IEPs and

Behaviour Plans provides the necessary underpinning knowledge in a clear and reader friendly manner provides summaries of relevant legislation and national documents Following the new and updated occupational standards 2007 for Supporting Teaching and Learning in Schools this textbook offers truly invaluable advice for NVQ level 3 students Including extracts of imaginary evidence the book follows the experiences of imaginary candidates showing how they successfully put forward their portfolios of evidence to complete the course Highly practical rooted in everyday classroom practice and very closely tied to NVQ course requirements this accessible book is an essential comprehensive guide for all students as well as tutors assessors and teachers supporting candidates for this course     *A Teaching Assistant's Guide to Managing Behaviour in the Classroom* Susan Bentham,2005-11-30 Using a range of case studies and discussed from a teaching assistant perspective this guide looks at common behaviour problems in the classroom explaining typical causes of misbehaviour and what can be done to tackle and tame disruptive pupils     *The Essential Guide for Experienced Teaching Assistants* Anne Watkinson,2014-01-14 This indispensable textbook provides the underpinning knowledge to support all Teaching Assistants working towards Level 3 of the National Occupational Standards This new edition incorporates and responds to all new materials and initiatives required to meet the revised and expanded 2007 standards The Essential Guide for Experienced Teaching Assistants actively engages the reader in activities developing reflective practice while giving the theoretical background to school based work gives insight and information about pupils individual needs helps Teaching Assistants develop curriculum based skills to enable more effective pupil teacher and classroom support emphasises that Teaching Assistants are team members supporting the school and being supported by the school enables Teaching Assistants to operate more independently using their knowledge and initiative     *A Teaching Assistant's Guide to Completing NVQ Level 2* Susan Bentham,Roger Hutchins,2009-10-23 Based on the updated National Occupational Standards for Supporting Teaching and Learning in Schools this new edition of A Teaching Assistant s Guide to Completing NVQ Level 2 caters directly to the criteria of the course providing the necessary Knowledge and Understanding required as well as invaluable information regarding evidence collection Incorporating the changed guidelines regarding evidence collection this comprehensive guide demonstrates the role of the assessor in observing and questioning the candidate and that of the candidate asking colleagues to provide witness statements As well as providing in depth underpinning knowledge for all mandatory units and a vast array of optional units this book offers a range of tried and tested materials and practical advice for NVQ Level 2 candidates The authors have included numerous self assessment activities case studies and quizzes to enable candidates to check their understanding of key concepts to make connections from theory to practice and to assist them in their observation and assessment sessions Written in an engaging and approachable manner and illustrated with many cartoons this book aims to give the candidate the knowledge necessary to embark on this qualification with confidence A wide range of chapters provides essential advice for NVQ Level 2 candidates including how to support children s

development provide effective support for your colleagues observe and report on pupil performance provide support for learning activities support a child with disabilities or special educational needs Highly practical and rooted in everyday classroom practice this book is specifically aimed at teaching assistants enrolled on or embarking upon NVQ courses that support the government's National Occupational Standards In addition this book will be of benefit to schools and teachers who are supporting teaching assistants taking this course

**Effective Practice in the Early Years** Pansy

McFarlane-Edmond, Christine Withers, 2023-04-28 Effective Practice in the Early Years supports students of degrees and foundation degrees in Early years Early Childhood and related disciplines studying professional practice in the early years Focused on the knowledge and learning students need for all practice focused professional practice and placements modules Supports students with their written assignments and assessments linking theory and practice Includes case studies reflective tools template examples and explores good practice Offers practical support and guidance for students working and learning in early years settings

**A Teaching Assistant's Complete Guide to Achieving NVQ Level Two** Susan

Bentham, Roger Hutchins, 2007-03-12 Teaching Assistants Complete Guide to Achieving NVQ Level 2 provides a range of tried and tested materials and practical advice on how to effectively demonstrate competence in the classroom It covers setting the scene describing a common teaching situation through a case study or dialogue gathering evidence how a candidate can gather evidence to meet performance indicators from the featured case studies making connections to underpinning knowledge demonstrates how teaching assistants can apply their knowledge to their everyday practice through self assessment questions With practical classroom examples to mirror the NVQ course requirements this book is an essential and comprehensive guide for candidates tutors assessors and teachers supporting candidates for this course

**A Team**

**Approach to Behaviour Management** Chris Derrington, Barry Groom, 2004-02-17 This is an accessible and clearly set out book with a consistently positive and empowering tone The examples and level of the material are realistic and likely to promote discussion which is skilfully handled would lead to a more consistent approach European Journal of Special Needs Trying to know something about everything is a tall order but this book can ease the burden considerably if you feel the teaching assistants or any staff in your school would benefit from help and advice on behaviour management This is just the thing for a busy SENCO although as a special needs adviser I can already see how I might use and adapt some of the excellent resources and activity ideas to add sparkle to my own centre and school based training British Journal of Special Education The resource is designed for SENCOs trainers who work with TAs and it really does hit its target audience striking a good balance between the SENCO's need for comprehensive coverage of the material and the TA's need for an accessible training and developmental experience In addition there are clearly potential applications for perhaps slightly tweaked elements of the resource with other teaching and non teaching staff in schools The resource costs 16.99 which works out at just 2.50 per unit Setting aside the real value of the resource in terms of the improved behaviour management performance

of our TA s and other school staff the value to the SENCO trainer of having a comprehensively packaged resource which includes so much useful material and which requires little if any tweaking before being presented to its target audience in the individual school is vastly greater than what is essentially just the price of a pint of beer per unit Spare Chair According to the SENCO in the school where I work It s just what I ve been looking for All the work has been done for me where can I buy one This book is well laid out easy to access and simple to understand Teaching Assistant News This book provides a clear structure for the SENCO to deliver in school training on behaviour management Each unit offers suggestions for practical school based follow up work that TAs can undertake It would be a useful support to SENCOs who are planning training Brendan Cunnane Teaching and Learning Consultant for KS3 Behaviour and Attendance notes that the book chimes fully with the messages of the KS2 pilot on developing SEBS Social Emotional and Behavioural Skills and the KS3 B A Strand Good exercises and strategies which are clearly explained A good practical compendium with theoretical underpinnings East Riding Teaching Assistant News The materials are comprehensive and thought provoking They deal with the issues of behaviour management at an individual team and school level and the participant activities provided are at once engaging and insightful TA Help Website Developed from training courses run by the authors for SENCOs and teaching assistants this book provides a clear structure for the SENCO to deliver in school training on behaviour management to teaching assistants and other school staff The emphasis is on planning for a team approach to problem solving within the context of whole school improvement The book is split up into a series of units that are designed to develop awareness and understanding through shared training Each unit offers suggestions for practical school based follow up work that the teaching assistant can undertake and provides materials to allow the teaching assistant to maintain a reflective log of their work to support their professional development The authors place their material in the context of the increasingly managerial role SENCOs are undertaking with their teaching assistants take into account the proposed development of the role of the teaching assistant as outlined in recent DfES guidance provide the SENCO with all training materials photocopiable worksheets suggested aims and objectives discussion topics tasks and activities The units offer a flexible training programme that schools can tailor to their individual needs and everything is written in a highly practical and user friendly style SENCOs should find it an invaluable training tool for use with teaching assistants and other school staff It is suitable for use at both primary and secondary level *Training to Teach* Neil Denby,2015-09-11 Teaching is a tough and challenging job and society demands more from its teachers than ever before This new edition is an essential companion for those training to teach providing an overview of important professional issues that all future teachers need to engage with in order to succeed in the classroom Aiming to give you the confident start you need in the classroom this third edition is equally valuable to those training to teach in both primary and secondary education and includes New chapters on inclusion school based training creativity and digital technologies Increased coverage of behaviour management A new feature outlining the relevant Teachers Standards

at the start of each chapter The accompanying website has been updated to include additional material expanding on and complementing the contents of the book This book is essential reading for professional studies modules on both primary and secondary initial teacher education courses at both undergraduate and postgraduate level and on university based and school based training courses Neil Denby is recently retired from the School of Education and Professional Development University of Huddersfield and now works as an independent educational consultant

*Bloomsbury CPD Library: Raising Attainment in the Primary Classroom* Sonia Blandford, Catherine Knowles, 2018-11-01 Bloomsbury CPD Library Raising Attainment in the Primary Classroom is a complete guide for primary teachers to assess plan and excel in raising the attainment of every child Children begin school with considerable differences in their literacy and maths skills For some children this gap widens as they go through school and may never close leaving them without the basic levels required to succeed at secondary school Experts Sonia Blandford and Catherine Knowles set out to help you understand the theory underpinning aspiration access and achievement and what you can do to close the achievement gap in your school Bloomsbury CPD Library Raising Attainment in the Primary Classroom specifically focuses on increasing access and raising aspirations of pupils as a means to improving attainment This easy to follow title in the Bloomsbury CPD Library uses self evaluation tasks and a full set of helpful ready to use training plans for hours of CPD sessions so you can offer your colleagues effective training in this crucial area to ensure every child in your school fulfils their potential It is a full guide to raising attainment in the primary classroom that is split into two sections teach yourself and train others All hand outs and presentations are provided in the book and are available as a free download from the companion website

*Addressing Special Educational Needs and Disability in the Curriculum: Science* Marion Frankland, 2017-05-18 The SEND Code of Practice 2015 reinforced the requirement that all teachers must meet the needs of all learners This topical book provides practical tried and tested strategies and resources that will support teachers in making science lessons accessible and exciting for all pupils including those with special needs The author draws on a wealth of experience to share her understanding of special educational needs and disabilities and show how science teachers can reduce or remove any barriers to learning Offering strategies that are specific to the context of science teaching this book will enable teachers to help all students develop their evidence gathering skills and aid their scientific discovery by involving the use of all of the senses and structuring tasks appropriately create a supportive environment that maximises learning opportunities plan the classroom layout and display to enhance learning use technology to adapt lessons to the needs of individual pupils successfully train and fully use the support of their teaching assistants An invaluable tool for continuing professional development this text will be essential for teachers and their teaching assistants seeking guidance specific to teaching science to all pupils regardless of their individual needs This book will also be of interest to SENCOs senior management teams and ITT providers In addition to free online resources a range of appendices provide science teachers with a variety of writing frames and activity sheets to support effective teaching This is an essential



tool for science teachers and teaching assistants and will help to deliver successful inclusive lessons for all pupils

**Understanding and Supporting Pupils with Moderate Learning Difficulties in the Secondary School** Rachael Hayes, Pippa Whittaker, 2015-07-16 Are you working with students who have Moderate Learning Difficulties Do you want to know how best to help them Are you confused about what helps and what hinders Learners with MLD form one of the largest categories of special educational need in mainstream secondary schools In most schools the vast majority of learners with MLD will be taught in mainstream classes much of the time This book outlines a range of strategies and approaches for supporting these learners It includes all the vital information practitioners need to know about Moderate Learning Difficulties Key points covered include Definitions and identification of moderate learning difficulties Teaching strategies and approaches Developing key conceptual literacy and social skills Effective support from TAs Theoretical perspectives on learning Understanding and Supporting Pupils with Moderate Learning Difficulties in the Secondary School provides an introduction to a wide range of ideas arguments and perspectives about ways of understanding and supporting learners who are considered to have MLD This is a much needed source of knowledge for teachers TAs SENCos Learning Mentors and anyone who supports children and young people with moderate learning difficulties and provides an honest and accessible approach

*Assessment for Learning and Teaching in Primary Schools* Mary Briggs, Angela Woodfield, Peter Swatton, Cynthia Martin, 2008-04-25 This core text for primary trainee teachers is a clear introduction to the different kinds of assessment and their purposes Throughout the book tasks encourage the reader to practise assessment skills and to reflect on planning listening questioning observing diagnosing and target setting This second edition is referenced throughout to the 2007 QTS Standards and has been fully updated to reflect the Primary National Strategy and key initiatives such as Every Child Matters There is increased emphasis on peer assessment and target setting linked to personalised learning In addition new material on Early Years observation and foundation core subjects has been added

## Whispering the Techniques of Language: An Emotional Journey through **Smart Targets For Teaching Assistants**

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