

## **Teaching Assistants (TAs) - Good Practice Guidance for Integration into the Managed Move Process** **(produced following training session for Teaching Assistants)**

### **Preparation:**

- Follow the Managed Move Protocol document
- Involve TAs at the start of the process
- Initial discussion with existing pastoral manager; gather relevant background information
- Beware the effects of hearing negative comments which can cloud objectivity
- Adopt the idea of “a supported fresh start”
- Consider observing the student in their existing setting (having agreed the focus and who will receive feedback)
- Listen to the student; What are their views? What do they want? Are they committed to a managed move; give them genuine choices
- Be honest with the student about their situation and realistic options and choices
- Identify a key worker who is the first port of call; someone who liaises with parents/carers and staff; establish how they can be contacted
- Plan the move with the student and parents/carers: be solution-focused
- Agree clear and reasonable expectations
- Establish a clear timetable for the student and staff so they know what to expect
- Plan how to share important information e.g. strategies for class teachers on a “need to know basis”
- Plan how to support the student at “flash points” e.g. start of the day, transition times
- Agree a plan to support classroom teachers and defuse conflict, which is known to all e.g. use of a time-out card
- Hold regular reviews involving key staff, parents/carers and the student

### **Implementation:**

- Ensure the TA is included in the communication loop for sharing information, planning and feedback (with pastoral manager and others)
- Be sensitive to the student’s feelings.
- Maintain positive links between existing and receiving schools

### **Follow up:**

- Provide feedback to the original school about how the student is doing
- Review what has gone well and what can be learned from experience
- Should a managed move be unsuccessful, plan for the student’s return and preserve positive relationships.

### **Additional suggestion:**

- Whole-school awareness raising about the managed move process and what we are trying to achieve (include midday supervisors and office staff)
- Promote a positive image of the managed move process in order to dispel any anxieties amongst school staff