

## **Charter for Teaching Assistant Retention**

### **Principles**

- Our school values and recognises the contribution of teaching assistants
- Our school provides training to support the development of teaching assistants
- Our school encourages teaching assistants to progress when opportunities arise
- Our school communicates effectively with teaching assistants
- Our school prioritises the wellbeing of its teaching assistants seriously
- Our school considers flexible working arrangements for teaching assistants in a timely manner
- Our school pays teaching assistants in a transparent way

### **In depth**

#### **Value and Recognition**

Our school values and recognises the contribution of teaching assistants

Examples:

- *Our school participates in an annual teaching assistant recognition day or an equivalent event to raise the profile and celebrate the contributions of teaching assistants.*
- *Our school avoids implementing policies that create unnecessary distinctions between teaching and non-teaching staff.*

#### **Access to Quality Training and Development**

Our school provides training to support the development of teaching assistants

Examples:

- *Our school records and monitors the training provided to teaching assistants to ensure ongoing professional development.*
- *Our school allocates time and resources to allow teaching assistants to participate in training and development related to their current role during their working hours.*

#### **Progression Opportunities**

Our school encourages teaching assistants to progress when opportunities arise

Examples:

- *Our school implements a comprehensive induction process to support new teaching assistants in their roles.*

- *Our school engages teaching assistants in appraisals and/or annual discussions to review their contributions and set future goals.*
- *Our school communicates progression pathways to ensure teaching assistants are aware of career opportunities.*

### **Building Communication and Trust**

Our school communicates effectively with teaching assistants

Examples:

- *Our school ensures that teaching assistants are included in key communications to keep them informed and involved in school-wide matters.*
- *Our school establishes a process for providing feedback, raising concerns, and acting on them in a timely and transparent manner.*
- *Our school trusts teaching assistants to use their initiative within the scope of their roles, reflecting confidence in their expertise.*

### **Flexible Working Arrangements**

Our school considers flexible working arrangements for teaching assistants in a timely manner

Examples:

- *Our school clearly communicates flexible working policies for teaching assistants to ensure transparency.*
- *Our school adopts a consistent process for teaching assistants to request leave or flexible working arrangements.*

### **Wellbeing**

Our school prioritises the wellbeing of its teaching assistants seriously

Examples:

- *Our school provides a range of benefits to support the wellbeing and mental health of teaching assistants, promoting a positive and balanced working environment.*
- *Our school participates in wellbeing-focused initiatives each term to promote mental and physical health*
- *Our school conducts regular check-ins to review workloads and identify potential stressors to ensure teaching assistants feel supported.*

### **Pay**

**Our school pays teaching assistants in a transparent way**

Examples:

- *Our school communicates pay scales for teaching assistants transparently.*
- *Our school ensures that teaching assistants are fairly paid for hours worked and honours any additional hours or time-off-in-lieu (TOIL) arrangements consistently.*