

TRANSCRIPT: Room management: deploying staff

Jo Farley

Often, classrooms have high numbers of staff to meet the high need levels of the pupils. So, to run a successful classroom you need to deploy your staff in certain ways.

As the class teacher, I decide who's going to undertake what roles and, often, people fall naturally into roles that they tend to be good at or feel more comfortable in.

I, often, will write up at the beginning of each day who's going to be doing what, at what part of the day and with whom, but these plans are always flexible as the needs of the children change throughout the day.

At the beginning of the school day, it's important that staff greet the children, that they're helped to be removed from whatever seating they may be in and settled into the day. Now, some children will have been on the bus for an hour so they just need time to have a stretch on the floor, to go and do the things that they like to comfort themselves, to settle themselves into school. For other children, they have routines that may involve physio, personal care or feeding that need to be carried out at certain times and staff will be trained specially in doing those routines, and guidance is issued through medical professionals or the physiotherapy team.

Those children with more complex medical or health needs have staff that are specially for them. So, for example, Rosemary's a specialist assistant who was employed to work with Matthew because she has medical qualifications and Jo, who works with Adam, has a very close relationship with him. He responds very well to her so she became a natural choice to become a one-to-one for him.

Children that are fed via gastrostomy are removed into a special area to have their feed put on because it's an intimate activity and it needs to be done privately. Once the feed is running, then the child is able to join in all the curriculum activities that the rest of the class are doing. So that feed doesn't hinder their learning time at all.