



HOW TO
SMASH YOUR
TA INTERVIEW
BY UNDERSTANDING THE
WRITTEN TASK!

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You pick up the envelope from the doormat and open it with trepidation...

You know it's your invite for interview that you've been hoping to receive and yet dreading all at the same time!

As you try to make sense of the 'whats' 'wheres' and 'whens' your eyes are drawn to two words:

'WRITTEN TASK'

What do they EVEN MEAN? You ask yourself...

And then you remember! 'Ah yes!' you exclaim, 'I've got my TA IN CONTROL WRITTEN TASK RESOURCE to help me with that!'

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The interview activity that is known as the **WRITTEN TASK** usually has 2 main objectives:

- 1) To assess your standard of written English including spelling and grammar.
- 2) To assess how well you understand the role of TA.

And it could be presented in any of these ways:

1) You are given a scenario to write a response to i.e. write a letter to a parent about a school trip.

2) You are asked to observe part of a lesson and then write about it.

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3) You are asked to watch a video and then write about a specific aspect of it i.e. behaviour of the children, special educational needs etc.

4) You are given a passage of writing to read and asked to correct spelling and grammatical mistakes.

5) You are given an English SATs paper to complete.

I will give you links to 2 websites that will help you with ways 4 & 5 at the end of this resource.

It's IMPORTANT that in ways 1-3 or anything similar, when you write, you must keep the 2 objectives in mind.

You therefore must be mindful of your spelling and grammar (ensure your handwriting is

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is legible too!). And, you must write in a way that showcases your knowledge as a Teaching Assistant.

You need to write in a way that demonstrates you understand the role of a TA i.e. your curriculum knowledge, your understanding of inclusion, safeguarding, behaviour management, how to engage children, your understanding of meeting the needs of all children etc. etc.

Demonstrate as much understanding of the TA role as possible, appropriate for the scenario you've been given, and that fits into the time allowed to complete the task.

I will now help you to demonstrate your understanding of the TA role by giving you some useful prompts for things you need to think about when completing a written task. It's unlikely that you will need to demonstrate all of the following aspects of your role in one

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written task but being aware of them **BEFORE-HAND** will ensure you complete the written task with greater confidence!

PROMPTS FOR DEMONSTRATING YOUR UNDERSTANDING OF THE TEACHING ASSISTANT ROLE:

How would you demonstrate, in your writing, your knowledge, experience and skills of the following aspects of the TA role? (this list is not exhaustive but is a good representation of what you are expected to demonstrate):

YOUR KNOWLEDGE/EXPERIENCE/SKILLS OF THE CURRICULUM:

What was the lesson subject? What was the objective of the lesson? What resources were available e.g. vocabulary mats on tables, information on wall displays etc. How were the children organised e.g. differentiated groups or mixed ability?

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YOUR KNOWLEDGE/EXPERIENCE/SKILLS OF BEHAVIOUR:

How were the teacher and support staff encouraging appropriate behaviour? Do any of the children have access to behaviour expectations in picture/symbol form? Were any of the children supported 1:1 for their behaviour? Were the children clear on sanctions for inappropriate behaviour?

YOUR KNOWLEDGE/EXPERIENCE/SKILLS OF SUPPORTING CHILDREN WITH SEND:

How were the teacher/support staff supporting children with SEND? Did any of these children have individual resources to help them with their understanding of the lesson? Had any of the children received some input prior to the lesson to help with their understanding? Were any of the children supported by a TA 1:1? How did the TA working 1:1 assist the child?

YOUR KNOWLEDGE/EXPERIENCE/SKILLS OF SUPPORTING CHILDREN WITH EAL:

Were there any children with EAL? If so, how were they supported e.g. Were there any bi-lingual resources in the classroom? Did the children have a vocabulary mat with words relating to the lesson?

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YOUR KNOWLEDGE/EXPERIENCE/SKILLS OF ENGAGING CHILDREN WITH THEIR LEARNING:

How would you support a child who was not on task? How could you make a lesson more accessible to a child with SEN or EAL? How could you support the teacher to keep all the children on task?

YOUR KNOWLEDGE/EXPERIENCE/SKILLS OF SAFEGUARDING:

If you were given a scenario that required you to write about how you would respond to a child who disclosed a safeguarding issue to you, would you know how to respond? Check the safeguarding procedure in your school, if you're not sure.

YOUR KNOWLEDGE/EXPERIENCE/SKILLS OF CONFIDENTIALITY:

If you were given a scenario that required you to write about how you would respond in confidential situations, would you know how to respond? Check your school's policy on confidentiality if you're not sure.

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YOUR KNOWLEDGE/EXPERIENCE/SKILLS OF WORKING AS PART OF A TEAM:

How would you support the teacher during a lesson? How would you help a new member of staff settle in? How would you deal with a member of staff who likes to talk about others?

YOUR KNOWLEDGE/EXPERIENCE/SKILLS OF COMMUNICATION:

How would you keep teachers regularly informed about the children they teach? How would you help a child with communication difficulties i.e. a child who has difficulty hearing, speech and language difficulties, a child with EAL, a child on the autistic spectrum etc?

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RESOURCES TO HELP YOU IMPROVE YOUR WRITTEN ENGLISH SKILLS:

Here is a website run by a former Year 6 teacher who has some great SATs resources. She does have a programme for teachers to sign up to but the SATs past papers are free for you to download along with their answers. I was asked for my name and email so that they could send me a SATs paper by email but I don't think you have to do this. However, it did not cost me anything at the time of trying it out (April 2022).

Here's the link to it: <https://www.yearsix.co.uk/year-6-sats-english-papers-download/>

Here is a website where you can practice and improve your written English skills. Again, when I tried it out in April 2022, it was free to use.

Here's the link: <https://writeandimprove.com/free>

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I HAVE PUT AS MUCH AS POSSIBLE INTO THIS RESOURCE WHILST BEING MINDFUL OF NOT WISHING TO OVERWHELM YOU.

THE SECRET TO BEING SUCCESSFUL AT INTERVIEW LIES IN WORKING ON THE SKILLS YOU'LL BE REQUIRED TO DEMONSTRATE AT YOUR INTERVIEW BEFORE YOUR INTERVIEW.

SO, CONGRATS FOR DOWNLOADING THIS RESOURCE AND TAKING ACTION – IT WILL STAND YOU IN GOOD STEAD!

I HOPE YOU HAVE FOUND THIS RESOURCE USEFUL. PRINT IT OUT AS MANY TIMES AS YOU NEED (CHOOSE GREYSCALE TO SAVE YOUR INK) AND SHARE IT WITH YOUR TA COLLEAGUES!

THANK YOU!

Lauren Riesner



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TA IN CONTROL RESOURCES

COME AND VISIT MY TA IN CONTROL YOUTUBE CHANNEL WHERE YOU'LL FIND LOTS OF INFORMATIVE VIDEOS ON MANY ISSUES FOR TAs INCLUDING INTERVIEWS, EAL, BEHAVIOUR, AND SO MUCH MORE! CLICK THIS LINK:

<https://www.youtube.com/c/TAinCONTROL>

SEARCH 'TA IN CONTROL' IN THE YOUTUBE SEARCH BAR.

OR SCAN THIS QR CODE:



AND FOR EVERYTHING ELSE TA IN CONTROL HAS TO OFFER, CLICK: [WWW.TAINCONTROL.COM/JOIN](http://www.taincontrol.com/join)

OR SCAN THIS QR CODE:



WHEN YOU'RE A TA IN CONTROL, YOU'RE A TA WORKING AT YOUR MOST CONFIDENT BEST!

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