

Teaching Assistant SEN Files and Record Keeping

The following is a list of items it would be useful for all teaching assistants to have in their SEN files.

It is not definitive and some may keep more records than those listed below, but as a guide, this is a minimum of information that is needed.

- 1. A list of all pupils you are involved with - which may be hi-lighted on the school SEN register – showing school action, school action plus and with a Statement of SEN.**
- 2. Individual pupil files which may be in one folder with clear divider cards so that all pupil information can be kept together in chronological order.**
- 3. Current and possibly one previous IEP**
- 4. Pupil target sheet which you may write with the child you are supporting.**
- 5. Any meeting notes and review meeting minutes which provide information on recommended strategies to support or provide resources.**
- 6. Any external professional advice where this has been forwarded by the class teacher and is relevant to your support work.**
- 7. A support timetables identifying clearly the allocation of support time and focus of support for children you will be working with during the week.**
- 8. A guide to where in the school you will be working and where resources may be located, provided by the class teacher or SENCo.**
- 9. All pupil monitoring sheets showing progress towards IEP targets in chronological order.**
- 10. You may choose to keep examples of annotated pupil work which shows progress towards targets, or demonstrates lack of progress.**

You should record pupil success or difficulties in relation to IEP targets and should be able to show that you are up-to-date with support programmes and progress on a regular basis. Your comments need to be objective, not subjective, and contain facts, rather than opinions.

As part of good practice share your record keeping with the class teacher and have available copies of pupil monitoring sheets, where appropriate, for visiting professionals.

Be aware that you may be writing for a wider audience than yourself and the class teacher.

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