

BRIEFING CARD

Teacher-TA lesson briefing card

A five-minute briefing and feedback card that keeps the teacher responsible for every pupil while preparing TAs to scaffold effectively.

The five-minute pre-lesson brief

Checklist

- ☐ Learning: the essential concept, skill and successful outcome.
- ☐ Starting point: what pupils already know and the misconception to watch for.
- ☐ Role: where the teacher and TA will be during explanation, practice and review.
- ☐ Scaffold: the prompt, clue, model, visual or written support available if needed.
- ☐ Independence: what pupils should attempt before adult help and how support will be faded.
- ☐ Feedback: the one observation the TA should bring back after the lesson.

During the lesson: support thinking, not only completion

Checklist

- ☐ Allow wait time and invite the pupil to identify a strategy.
- ☐ Use the least amount of help that enables productive thinking.
- ☐ Return attention to the teacher's explanation and whole-class discussion.
- ☐ Avoid becoming the permanent communication route between teacher and pupil.
- ☐ Notice when a scaffold can be reduced and when missing knowledge needs re-teaching.
- ☐ Share concise feedback about understanding, independence and barriers after the lesson.

The teacher retains responsibility for the progress and participation of every pupil. Effective TA deployment adds to high-quality teaching; it does not replace teacher interaction for pupils with the greatest needs.