

Introducing teacher aides to classroom culture and expectations

A suggestion for implementing the strategy
'Support and prepare teachers in their role'
from the Guide: [Teacher aide practice](#)

Includes:

- Introduce a new teacher aide to students
- Share expectations about classroom culture
- Build collaborative relationship
- Establish information sharing options
- Useful resources

Inclusive Education

From

Guide: [Supporting effective teacher aide practice](#)

Strategy: [Support and prepare teachers in their role](#)

Suggestion: [Introducing teacher aides to classroom culture and expectations](#)

Date

05 July 2026

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inclusive.tki.org.nz/guides/supporting-effective-teacher-aide-practice/introduce-ta-to-classroom-culture-and-expectations

Introduce a new teacher aide to students

Encourage teachers to set the tone for how a teacher aide will be received by students.

- Introduce the teacher aide as someone who will be working in the classroom with the teacher to help everybody learn.
- Provide the teacher aide with an opportunity to mihi mihi and introduce themselves and their interests to the class.
- Outline some of the responsibilities of the teacher aide within the classroom.
- Support the teacher aide to get to know all the students.
- Avoid saying the teacher aide is here “to help Sarah”.

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Share expectations about classroom culture

Encourage teachers to take time to introduce a new teacher aide to:

- an overview of the classroom philosophy
- confidentiality protocols
- the need for discretion when talking about students in their presence
- appropriate and inappropriate use of touch and restraint
- how you value and respect differences in culture, religion, gender, social class, and abilities
- agreed approaches for getting the class to listen
- agreed approaches for motivating children to cooperate
- agreed approaches for managing conflict with or between students.

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Build collaborative relationship

Checklist for building collaborative working relationships between teachers and teacher aides.

- ✓ Check school policies have been introduced to the teacher aide, including those on confidentiality policy and practice.
- ✓ Agree on communication methods.
- ✓ Explain classroom routines.
- ✓ Provide information about the students they are working with.
- ✓ Provide a daily written schedule of tasks, including plans to follow when implementing teacher-planned instruction.
- ✓ Demonstrate strategies for working with students.
- ✓ Schedule regular debriefings to discuss issues, answer questions, and reflect on student progress.
- ✓ Acknowledge and recognise the teacher aide's work and give specific constructive feedback.

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Establish information sharing options

Explore ways to keep communication flowing between regular meetings.

- ✓ Display schedules, rules, and other information on the classroom wall or whiteboard for quick reference by teacher aides.
- ✓ Teachers can make their classroom plans available to teacher aides in hard copy or digitally (for example, as a shared Google Doc) so teacher aides can see what is planned for the day/week/term/unit.
- ✓ Teachers can provide summaries or excerpts of classroom plans to teacher aides, indicating the teacher aides' tasks.

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Useful resources



Module 2 Keeping our work confidential, professional, and safe

Try activity 1, Identifying your connections, on page 7 of this module.

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