

# Supporting teacher aides to gather useful data

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

- 
- Includes:**
- Utilise technologies
  - Taking and sharing notes
  - Teach active listening
  - Utilise simple rubrics

Inclusive Education

From

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

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

Suggestion: [Supporting teacher aides to gather useful data](#)

Date

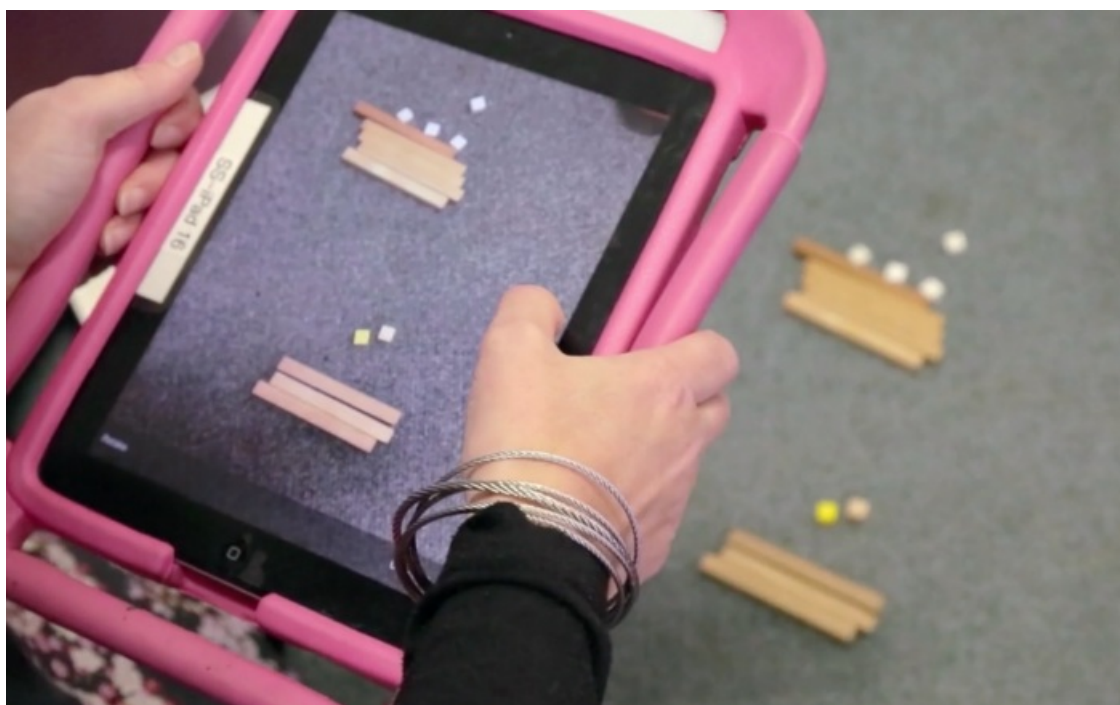
19 June 2026

Link

[inclusive.tki.org.nz/guides/supporting-effective-teacher-aide-practice/support-ta-to-gather-useful-data](https://inclusive.tki.org.nz/guides/supporting-effective-teacher-aide-practice/support-ta-to-gather-useful-data)

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## Utilise technologies



Source:

Ministry of Education | Te Tāhuhu o te Mātauranga

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## Taking and sharing notes

Discuss ways teachers can keep communication flowing between themselves and the teacher aides, in between regular meetings.

Starting points for discussion:

- Teacher aides can use sticky notes on students' books and materials or comments in digital files to give feedback to teachers.
- Designate a notebook (either digital or hard copy) so that each team member can enter information, observations, and questions and can read what others have written.
- Email observations.
- Take photos and annotate them.

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## Teach active listening



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## Utilise simple rubrics

Name of TA: .....				
Success criteria	Tahu	Emma	Lachie	Anna
1	I	C	M	I
2	...	...	...	...
3	...	...	...	...
4	...	...	...	...

**Key:**

- I - can do this independently
- P - can do with prompting
- C - can do with clues
- M - modelled for the student

Source:

Adapted from [The Teaching Assistant's Guide to Effective Interaction: How to Maximise your Practice](#).

<https://www.maximisingtas.co.uk/resources/resources-tas-guide-to-effective-interaction-how-to-maximise-your-practice>

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