

# Assistants: Beware

## I. Organisation

You mustn't leave pupils unsupervised. Ensure they are in a safe environment

You mustn't let the pupils out before the bell ... you are responsible for them

## II. Expectations

Research and plan topics in advance ... avoid being caught out.

Don't waffle or talk about things you know nothing about ... it's bad for your credibility

Don't give personal information about other staff members or have conversations about who their favourite teacher is-etc

## III. Discipline

Make sure the teachers give you a class list and you know which pupils you have in class... use their names

Don't accept any misbehaviour... report all incidents to the class teacher

Be friendly but don't be friends with the students

Don't let the pupils run the lesson, you can be flexible but you must be in charge

Don't overpower, be responsive and give them time to find the answers themselves

Define a positive marking policy with the class teacher (A – E) or x/10 ... it encourages the pupils to take part

## IV. Activites

Believe in what you're doing ... if you don't believe in it then they won't either.

Don't allow the pupils to talk to each other, or to you, in French ...

Don't talk to the pupils in French, pretend you can't ... but let them know you understand

Don't talk more than the pupils, make them talk ... you learn a language by using it

Don't go to a lesson without preparing it, always have a couple of reserve plans in your bag

Give them clear, simple, understandable instructions. If they don't know what to do they can't do it!

Don't go into in depth explanations about the grammar: you can remind them of basic rules.

Keep them busy & keep things simple. Have several short activities rather than 1 long one.

Let them be creative, give them the freedom to express themselves

Encourage them at all times, especially weaker students who have a low self-esteem

Don't let them give up or fail. Repeat, simplify, rephrase & don't give up. If you do, they will too !

Don't interrupt them to correct their mistakes.

The main idea is get the message across. If you understand it's great ... so tell them it's great.

Be prepared to change tack if your initial plan doesn't work. Always have a reserve plan up your sleeve.

### Things to keep in mind :

Teaching is only possible in a suitably controlled environment ...

Teaching is a serious business so don't teach things that are wrong / inexact

The more you work at home, the more they will work in class.

Every pupil is different, every day is different & every lesson is different

Teaching is fun & pupils learn best if you make it fun!

Be yourself & enjoy every moment of it.