

How to become a Teaching Assistant



What are Teaching Assistants?

- Teaching Assistants are employed in schools to assist teachers with day-to-day tasks, and support the learning process.
- The work that Teaching Assistants do varies between schools. Teaching Assistants are sometimes called Classroom Assistants or Learning Support Assistants.

What do Teaching Assistants do?

- A Teaching Assistants main duty is to support teachers in the classroom.
- Teaching Assistants are not usually left in sole charge of a class, and they work under the direction of the class teacher.
- Teaching Assistants are expected to do tasks such as supporting individual pupils with special educational needs, supporting the whole class or groups within the class, especially with literacy and numeracy, helping pupils with technical tasks such as Information Technology, Science experiments etc.
- They assist with organising classroom activities, preparing resources, and providing administrative support.
- The Teaching Assistant role is invaluable because it provides teachers with more time to teach effectively.
- As well as providing direct support for the teacher, Teaching Assistants provide support for pupils, which in turn support the curriculum and the school.

What skills do I need?

- an ability to build good working relationships with both pupils and adults
- good organisational skills
- enjoy working with and have an interest in children
- good literacy and numeracy skills
- ability to manage groups of pupils and deal with challenging behaviour
- ICT skills

How can I become a Teaching Assistant in Brighton & Hove?

- Find a local school to undertake voluntary work in. The experience you will gain from this will be invaluable when you apply for any future jobs. As a volunteer in a local school we may also be able to offer you a fully funded place on the QCF Level 2 Award Supporting Teaching & Learning in Schools (Induction Training for Teaching Assistants & Support Staff). For more information see below.
- Schools in Brighton & Hove are directly responsible for employing Teaching Assistants. Vacancies are advertised in the:
 - Council website <http://www.brighton-hove.gov.uk/content/jobs/council-jobs/schools-vacancies>
 - Local papers (Argus, Leader)

What qualifications and experience will schools look for?

There are no mandatory qualification requirements to apply for an entry level teaching assistant position in a Brighton & Hove school. However, increased competition for teaching assistant places in schools has meant that many schools can select candidates with a range of skills and qualifications.

The National Occupational Standards for Supporting Teaching and Learning in Schools (NOS STL) describe the skills and knowledge required for the range of activities carried out by support staff. http://www.tda.gov.uk/support/nos/nos_stl.aspx

Individual schools decide on exactly what qualifications and experience they expect from someone applying for a teaching assistant post.

But for an entry level (A) position, a teaching assistant will usually need to demonstrate the following:

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| Job Related Education and Qualifications and Knowledge | <ul style="list-style-type: none">• Participate in development and training opportunities• Appropriate knowledge of first aid |
| Experience | <ul style="list-style-type: none">• Experience of working with or caring for children of relevant age |
| Skills/Abilities | <ul style="list-style-type: none">• Good numeracy / literacy skills• Ability to relate well to children and adults• Ability to use basic technology - computer, video, photocopier• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |
| Equalities | <ul style="list-style-type: none">• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy. |

What training is available locally?

Supporting Teaching and Learning in Schools Qualifications Autumn Cohort 2014

In partnership with Sussex Downs College our next cohort of qualifications for school support staff will begin in October 2014. If you would like to find out more about our next round of the supporting teaching and learning qualifications (QCF) for teaching assistants and volunteers please contact: Nicki O'Neill, Training and Development Officer, School Workforce and Governor Support Team
Tel: 293466 Email: schools.training@brighton-hove.gov.uk

Level 2 Award/Certificate Support Workers in School (Award replaces TDA Induction Certificate equivalent to NVQ 2)	Level 3 Diploma Specialist Support for Teaching & Learning (replaces NVQ3)
Funding: Fully Funded	Funding: Partially Funded (see below)
Courses Fees: £0 Fully funded by the Brighton and Hove City Council for those progressing from L2 Award to the L2 Certificate	Course Fees: The full cost of this course is £995 Partial apprenticeship funding is available for 24+ students who will be required to carry out functional skills (L2 Maths, English & ICT) as part of the course With funding the course will cost £250, dependent on an initial assessment of functional skills Additional Funding by the Local Authority will bring the cost of this course down to £125 If the initial assessment is not achieved then no funding will be offered and students will be advised on how to apply for a student loan to cover the full cost of the course £995
Target Audience: <ul style="list-style-type: none"> • Award only Suitable for volunteers or those not yet employed in a school • Certificate For TAs who are employed or volunteering in a school for at least three half days per week • Suitable for those members of the workforce who directly support the teaching and learning of pupils • As Induction/Initial training for those who are new in post. Teaching Assistants <p>Please note: that all candidates will need to complete the Award before progressing to the Certificate. This is because the Award units are also part of the Certificate.</p>	Target Audience: <ul style="list-style-type: none"> • For TAs who are in full time employment. • Suitable for school who directly support teaching and learning of pupils in schools in an area that requires specialist knowledge and skills

Level 2 Award/Certificate Support Workers in School (Award replaces TDA Induction Certificate equivalent to NVQ 2)	Level 3 Diploma Specialist Support for Teaching & Learning (replaces NVQ3)
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<p>Award/Certificate</p> <p>Course content includes: This qualification provides an introduction to the information and knowledge needed to work in a school environment. It covers:</p> <ul style="list-style-type: none"> • Child and young person development • Safeguarding the welfare of children and young people • Communication and professional relationships with children, young people and adults • Equality, diversity and inclusion in work with children, young people and adults. • Schools as organizations <p>Duration: 6 weekly ½ days</p> <p>Certificate</p> <p>Course content includes: This qualification will enable learners to develop the knowledge and skills needed when supporting teaching and learning in primary, secondary or special schools.</p> <p>It covers:</p> <ul style="list-style-type: none"> • Supporting behaviour • Safeguarding • Supporting learning activities • Supporting those with disabilities or special educational needs <p>Duration: Bi weekly ½ days for approximately 12 months</p>	<p>Diploma</p> <p>Course content includes: This qualification provides an in- depth understanding of the knowledge and skills needed when working directly with children or young people in primary, secondary or special schools.</p> <p>It covers:</p> <ul style="list-style-type: none"> • Child development • Safeguarding • Behaviour management • All aspects of Specialist Support Planning, delivering • Reviewing assessment strategies • Support learning alongside the teacher Special needs support • Personal development and reflective practice <p>Duration: Bi weekly ½ days for approximately 18 months</p>
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Where can I find out more?

- If you are working in a school speak to your Continuing Professional Development (CPD) coordinator or line manager about your development and the best route for you to follow
- For more information and advice about support staff training and development, please contact: Nicki O'Neill, Training & Development Officer, School Workforce & Governor Support Team at schools.training@brighton-hove.gov.uk or Tel (01273) 293466