

# TEACHING ASSISTANT

## Programme overview

---

Are you passionate about helping and supporting children and young adults to achieve their potential.

Are you a great motivator, enjoy working with young people? Are you looking for a career which works around your children?

Then working as a Teaching Assistant may be the career for you.

Our popular Supporting Teaching and Learning programme, explore the role of a Teaching Assistant working in a school setting.

You will gain knowledge and skills you need to help support and develop young people, making a difference to their lives.

Our programme allows learners to start according to their functional skills levels in English and Maths, everyone will complete a BKSB skills assessment during our introduction course and will progress depending on these results.

Our programme starts with:

**Introduction to Teaching Assistant** - this short course, inducts learners into The Adult College, providing key information about the college, policies and procedures. We also complete a skills assessment and quick scan assessment, to ascertain any learning support which may be needed. On completion of this course, you will be progressed to your next steps – this will be dependent on results of skills assessment.

**E3 Award in Health Care or E3 Award in Childcare** – If your skills levels are entry level E1- E2 you will be recommended to progress onto one of these courses. They provide a start to you at a level to suit you. You can choose which option you take, both will cover elements of communication and development of children, which is fundamental to becoming a Teaching Assistant. These are great courses to get you started, building on developing your language and written skills in English and developing your digital skills.

**Level 1 Preparing to work in Schools** – if your skills levels are E3-Level 1, you will be recommended to progress onto this course, which is the start of your specifically focused qualification course in Teaching Assistant. This course provides you with the fundamental knowledge needed to begin your journey into becoming a Teaching Assistant and working within a School. You will continue to develop your digital skills as well as your language and communication skills.

**Level 2 Award in Support in Schools** – your skills levels need to be at least Level 1 to progress onto this course. This qualification course further develops your knowledge gained at level 1 and develops your knowledge of working with children and young adults – looking at Development, communication, safeguarding, health and safety and equity, diversity and inclusion. This course is knowledge based and enables you to develop the base line knowledge before moving onto applying this knowledge within a work placement.

**Level 2 Certificate in Supporting Teaching and Learning** - This is a progression course from Level 2 Award in Support in Schools – you must have achieved this qualification before moving onto this certificate qualification course. **You must have a confirmed work placement within a school to progress onto this qualification.** This course further builds on the knowledge gained in the Award, by developing the practical skills of working with children and helping to support the teaching within a classroom. You will need to have a

work placement of a minimum of 8 hours a week to complete the elements of this course. (Usually minimum 2 days a week). Your tutor will need to visit you in your workplace to complete an observation of your practice in order for you to complete this qualification. You must be able to work with students, supporting their development in English and Maths. You also need to be working towards gaining your level 2 functional skills in Maths and English.

**Level 3 Diploma in Supporting Teaching and Learning** – This is the progression course from Level 2 Certificate in Supporting Teaching and Learning. You must hold a functional skills level 2 in English and Maths to progress onto this course. This qualification course provides learners with an in-depth understanding of the knowledge and skills needed when working directly with children and young people in school and college environments. It covers all aspects of specialist support, including: planning; delivering and reviewing assessment strategies to support learning alongside the teacher; bilingual support; special needs support; and personal development and reflective practice. **You must have confirmed work placement within a school or college (not an adult college), to progress onto and complete this qualification.** You will be required to work within your work placement for a minimum of 8 hours per week (usually 2 days a week). Your tutor will visit you in your workplace to complete an observation of your practice as part of the assessment process for this qualification.

### **Additional courses:**

As part of our Teaching Assistant programme we offer all learners embarking on this programme of study, two enrichment courses for free, this help to further develop your learning within this area.

Examples of additional courses include: Employability, Establishing Professional Boundaries, Deaf Awareness, Understanding the four areas of SEND, Dyslexia Awareness, County Lines.

We also offer additional courses in Digital Skills, to help develop your technical skills within this area to help support your learning and development. We also recommend that throughout your studies you also enrol onto a functional skills course in English and Maths to develop your skills within these subjects. Having low levels in English and Maths, can impede your progression through the levels.

### **What will I study?**

---

Depending on your level of qualification course, you will study a wide range of subjects, which will build at each level upon your knowledge and skills.

Typical subjects covered over the course of the programme are:

- Communication
- Understand schools and colleges as organisations
- Understand children and young people's development
- Safeguarding children and young people
- Equality, diversity and inclusion in a learning environment for children and young people
- Maintain relationships with children and young people

- Support the health and safety of children and young people
- Support positive behaviour in a learning environment for children and young people
- Contribute to teamwork in a learning environment
- Understand children and young people's play and leisure
- Promote an effective learning environment
- Provide displays in a learning environment
- Employability skills
- Digital Skills

## **Assessment method**

---

All courses within this programme are qualification courses, meaning you are required to provide evidence to demonstrate your learning.

You will be required to complete a range of activities in order to demonstrate your knowledge and skills, these can include: homework assignments, research, presentations, observation of skills within your workplace.

All evidence is assessed by your Tutor/Assessor who will check against the criteria of the qualification you are completing.

The higher the level of qualification you are embarking on, the more evidence and higher quality of evidence will be required in order to meet the awarding body criteria.

Throughout your course you will receive ongoing IAG (initial advice and guidance) and progression advice.

## **Entry requirements**

---

All new learners to the college have to complete an Introduction course.

All learners must have evidence of achieving the Functional skills level required for the course they are looking to enrol onto.

Any new learners to the college, who are looking to enrol onto a higher level course, must produce original qualification certificate at the level below the one they are looking to enrol onto. i.e If you are wanting to enrol onto a level 3 qualification, you must have evidence of having achieved the Level 2 Certificate in Supporting Teaching and Learning.

## **What should I bring with me?**

---

Everyone should bring with them a Pen, Notebook. For their first lesson. if you are embarking on an online course, you will have to have access to a lap top and an internet connection. All courses delivered at the college, use college computers.

## Key information

---

Code	Date	Time	Location	Full Price	Concession Price
2400CT	20 <sup>th</sup> Sept – 4 <sup>th</sup> Oct 23 Introduction to TA	09.30 – 14.30	Parsloes	FREE	FREE
2401CTP	20 <sup>th</sup> Sept – 4 <sup>th</sup> Oct 23 Introduction to TA	09.30 – 14.30	Ripple	FREE	FREE
2411P	09 <sup>th</sup> Oct – 27 <sup>th</sup> Nov 23 Level 1 Preparing to work in schools	09.30 – 14.30	Ripple	£150.00	Available depending on circumstance
2412	11 <sup>th</sup> Oct – 6 <sup>th</sup> Dec 23 Level 1 Preparing to work in Schools	09.30 – 14.30	Parsloes	£150.00	Available depending on circumstance
2421B	11 <sup>th</sup> Oct 23 – 24 <sup>th</sup> Jan 24 Level 2 Award in Supporting in Schools and colleges	09.30 – 14.30	Ripple	£256.00	Available depending on circumstance
2422B	31 <sup>st</sup> Jan 24 – 10 <sup>th</sup> July 2024 Level 2 Certificate in Supporting Teaching and learning (must have placement in school)	09.30 – 14.30	Ripple	£374.00	Available depending on circumstance
2430PB	21 <sup>st</sup> Sept 23- 4 <sup>th</sup> July 24 Level 3 Diploma in Supporting Teaching and Learning	09.30 – 14.30	Parsloes	Student Loan/GLA Funded	Student Loan/GLA funded

	(must have placement in school)				
--	---------------------------------	--	--	--	--

## Possible next steps

---

Following the successful completion of this course, you will be supported to enrol on to the most suitable level course for you as per the programme.

Additional courses in other areas are also available, learners are encouraged to check out the college website for further information.

## Contact us

---

Our friendly staff can give you further advice and support.



email: [adultcollegeenquiries@lbbd.gov.uk](mailto:adultcollegeenquiries@lbbd.gov.uk)

call: 020 8270 4722

