



So, you want to know more about becoming a...

Level 3 Teaching Assistant

Way2Work Apprenticeships



achieving
for children

What does a Teaching Assistant (TA) do?

- Teaching Assistants (TA) work in Primary, Special and Secondary schools or other educational settings.
- A TA supports the class teacher with day to day classroom tasks and helps children or young people with their educational and social development.
- The TAs role is to enhance pupils' learning, some teaching assistants work one-to-one, while others work in small groups.
- Some schools will employ TAs with particular specialisms, for example literacy, numeracy, special educational needs (SEN), music or physical education.
- Promoting self-belief, social inclusion and a high self-esteem play an integral part to pupils' well being; ensuring pupils thrive in a positive, nurturing, safe environment is a large part of a TAs role.

What does their day to day role look like?

- The roles and responsibilities of teaching assistants are varied and differ between schools. Your job can include: getting the classroom ready for lessons, listening to children read, helping children who need extra support to complete tasks, helping teachers to plan learning activities and complete records, supporting teachers in managing class behaviour, supervising group activities, looking after children who are upset or have had accidents, helping with outings and sports events, taking part in training and carrying out administrative tasks.
- It is also your responsibility to support pupils with particular individual needs.
- In all TA roles you will need to show empathy, patience and a positive attitude, supports all pupils learning.
- They will also have a responsibility for ensuring that they implement good practice with regards to safeguarding children and health and safety

"Supporting the class teacher to enhance pupils' learning"

Teaching Assistant, Learning Support Assistant, Specialist Support Assistant and Support for Specialist Curriculum Areas

↑ Typical career progression job titles

Duration of apprenticeship:

- 15 - 18 months

Qualifications:

- Apprentices without English or maths at Level 2 must achieve this prior to taking their EPA. For those with an Education, Health and Care Plan or a legacy statement, the apprenticeships English and Maths minimum requirement is Entry Level 3. A British Sign Language qualification is an alternative to English qualifications for whom this is their primary language.

Career progression:

- As well as ensuring full competency as a Teaching Assistant, this standard provides a foundation for potential progression into a number of other roles in the Educational sector including Higher Level Teaching Assistant, Assistant Teacher and Teacher.

Please see overleaf for a breakdown of the course content.

For further information on **Level 3 Teaching Assistant** Apprenticeship please visit: www.instituteforapprenticeships.org/apprenticeship-standards/teaching-assistant-v1-0

Teaching Assistant Level 3 - Scheme of Work

Month	Learning Content
1	<ul style="list-style-type: none"> • Induction and overview of the Apprenticeship Standard • Explanation of assessment methods • Introduction to Onefile • Action planning and development activities for the coming months
2	<ul style="list-style-type: none"> • Develop professional relationships with children, young people and adults. • Prevent & British Values training • Safeguarding L1 training
3	<ul style="list-style-type: none"> • School policies and procedures • Working knowledge of Staff Handbook • World of Work in a Primary School – OU course • Understand roles and responsibilities within school and of outside agencies
4	<ul style="list-style-type: none"> • Keeping Children Safe in Education • Statutory guidance including 'keeping children safe in education' part 1, safeguarding policies, prevent strategy • Sharing relevant information, in a timely manner with the designated safeguarding lead
5	<ul style="list-style-type: none"> • Safeguarding Month 2 includes FGM, CLE, serious case reviews, online safety, recognising abuse and well-being
6	<ul style="list-style-type: none"> • The importance of first aid procedures, recording/reporting incidents and a broad knowledge of health & safety policy • The school's curriculum
7	<ul style="list-style-type: none"> • Introduction to how pupils learn and develop – the need to provide feedback to support and facilitate an appropriate level of independence • Using learning resources to identify and help address weakness, consolidate strengths and develop individualised expectations • Recognise different stages of child development through school, eg: transition between key stages

Teaching Assistant Level 3 - Scheme of Work

Month	Learning Content
8	<ul style="list-style-type: none">• Working with teachers to understand and support assessment for learning• How to accurately observe, record and report on pupil's participation, conceptual understanding and progress to improve practice and assessment for different groups of pupils• An introduction to assessment materials• Using the school's assessment procedures for benchmarking against targets set by the class teacher
9	<ul style="list-style-type: none">• The school's behaviour policy.• Research and write about the different behaviour management strategies that can be used in the classroom• Work shadow an experienced TA to observe how they manage behaviour. Reflect on the work shadowing, note down the positive techniques you observe and how you will use them
10	<ul style="list-style-type: none">• Supporting learning of children with special educational needs and disabilities• Introduction to the SEN codes of practice
11	<ul style="list-style-type: none">• Celebrating individuality and Equality and Diversity• Technology - Recognise the importance of using appropriate technology to support learning,• Using technology safely (online safety/GDPR etc)• Using teaching resources effectively
12	<ul style="list-style-type: none">• Action planning and development activities for the coming months based on any gaps identified through feedback or the skills scan

End Point Assessment (EPA)

When your training is complete, we will make the decision, along with your employer, to put you forward to your End Point Assessment (EPA). This is the final process in your apprenticeship, it is an assessment of the knowledge, skills and behaviours that you would have learn throughout the apprenticeship.

This will involve an Independent Assessor visiting you in your workplace to complete the following:

1. **Practical Observation** (with Question & Answer session)
2. **Professional Discussion** (with Portfolio of Evidence included)

Your employer, your Assessor and the W2W team will support you through the EPA. For more information about the process, you can contact the W2W team at **way2work@achievingforchildren.org.uk**

Certification

When you have successfully completed your apprenticeship and passed your EPA, you will be awarded a certificate.

Get in touch

Becoming a Teaching Assistant is a rewarding job, not only will you be making a real difference to the lives of pupils, your work will benefit their families, the school and the local community.

Take up this opportunity and we can make this career a reality for you - join our Level 3 Teaching Assistant programme today!

For further information on how to apply, please visit **www.way2work.org.uk**