**Guidance on Preparing for Placement in Education Settings**

**Module 3**

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# \\citygate.local\data\ClusterGroups\Marketing Team\2019-20\3.0 Marketing Operations\3B - CACHE\Content\Placement docs\1768 - illustrations-01.png**Hello and welcome back!**

“Your plan should be taking shape now; you have completed 5 topics - well done, some areas are easier than others, and you may have found the legislation heavy going! But I promise this will help you not only on placement, but also with your course work.”

## **Topic 8: Exploring your career options**

### Activity - Explore continuing professional development (CPD) options

CPD is continuing professional development. Explore different organisations that represent your sector and see what they offer for CPD. What sort of training experiences can you see on these websites?

<www.early-education.org.uk/individual-membership>

[www.skillsforschools.org.uk/](www.skillsforschools.org.uk)

[www.tes.com/](www.tes.com)

<www.napta.org.uk/index.html>

What did you find out? Can you see the options available to you as a learner and also once you are a qualified Teaching Assistant?

Tell us about what you found out, can you join each for free? Do they offer online short CPD courses relevant to you? Are there articles of interest to you?

Let’s recap on your learning so far and your understanding of the very diverse role of the Teaching Assistant.

You will have learnt that the topics for your CPD could be wide and varied depending on the specific role you have in your team or will have once in employment.

You may be supporting new children through transitions into primary school, working on a 1:1 basis with a child who has English as a second language, supporting the emotional welfare of children or supporting a child with additional needs like dyslexia or autism.

Want to learn more about these specific aspects of the role?

Have a look round these websites. What CPD opportunities are available?

Remember, CPD doesn’t always have to be a formal course. You could undertake independent research, watch a documentary or reading into a subject to further your understanding.

[www.actionforchildren.org.uk/what-we-do/children-young-people/](https://www.actionforchildren.org.uk/what-we-do/children-young-people/)

[www.mind.org.uk/information-support/for-children-and-young-people/](www.mind.org.uk/information-support/for-children-and-young-people)

<www.autism.org.uk/about/what-is/asd.aspx>

<www.britishcouncil.org/voices-magazine/how-uk-schools-support-young-learners-english>

<www.bdadyslexia.org.uk/advice>

Tell us about what you found out.

Do they offer online short CPD courses relevant to you? Are there articles of interest to you, short videos you could watch or ideas that you could use in your placement?

Find an article or topic that interests you in one of these websites and summarise something new that you have learnt.

So whether you are studying at Level 2 or 3, let’s find out what your options are once qualified. Think about what CPD you could undertake to improve your practice.

Here is a link to a career map for Education, Training and Assessment: [See the map](https://www.qualhub.co.uk/media/8658/citygatelocal-data-clustergroups-cross-team-projects-marketing-public-curriculum-maps-january-2020-updates-final-artwork-maps-and-brochures-web-maps-eta-blueprint-map_pg-guide-web.jpg)

Use the map to help you think about next steps planning and any action you will need to take in order to support you in your exciting career journey.

You will have a Level 2 in Supporting Teaching and Learning. A Level 2 qualification provides the grounding for understanding how to work effectively with children.

As a qualified practitioner at Level 2, in this job you are likely to:

* get the classroom ready for lessons and prepare equipment
* work with groups or individual children to make sure they understand the work and stay focused
* give feedback to the class Teacher
* observe, record and report children’s progress to Teachers
* provide a safe and healthy environment for learning and follow safeguarding procedures
* deal with different kinds of behaviours, needs and wants as each child is unique
* listen to the children to understand their needs
* support a child if they are upset or ill.

**Teaching Assistant (Level 2)**

**Opportunities for Progression:**

You could take a Level 3 Certificate or Diploma in Supporting Teaching and Learning by doing a college-based course with a work placement or a work-based course with on-the-job training and assessment. Your local college or training provider will be able to provide more information about training, qualifications and funding.

Or

Apply to be a Level 3 apprentice. Apprenticeships are paid jobs with training, allowing you to earn while you learn without having to pay for your training or qualifications.

For further information and to find an apprenticeship visit:

[findapprenticeshiptraining.apprenticeships.education.gov.uk/Apprenticeship/Standard/297?keyword=Teaching%20Assistant](https://findapprenticeshiptraining.apprenticeships.education.gov.uk/Apprenticeship/Standard/297?keyword=Teaching%20Assistant)

For careers information, visit [nationalcareersservice.direct.gov.uk](https://nationalcareersservice.direct.gov.uk/) or

call 0800 100 900

“How great is it to know that once qualified at Level 2, you can move on and gain your Level 3 Certificate or Diploma in Supporting Teaching and Learning in different ways. Apprenticeships are a good way to gain strong practical experience and a great qualification which could take you anywhere across the world. Ever thought about working in a special needs school, a college or even in a British school overseas like the case study video you watched in Module 1?

Your Supporting Teaching and Learning qualification gives you a strong grounding for searching for the job of your dreams. Now have a look at the information about the Level 3 Diploma.”

**Teaching Assistant (Level 3)**

You will have a Level 3 Diploma in Supporting Teaching and Learning

As a qualified practitioner at Level 3, in this job you are likely to:

* work closely with Teachers to plan and prepare lesson material and equipment
* work with groups or individual children to make sure they understand the work, stay focused and progress with their learning and development
* observe, record and report children’s progress to Teachers
* deliver assessment strategies according to plans
* foster and encourage a safe and healthy environment for learning and follow safeguarding procedures
* help Teachers manage class behaviour
* listen to the children to understand their needs
* lead planned activities or short sessions with help from the Teacher
* work with others such a mentor a new starter or student on placement
* supervise activities including outings or sporting events with other staff
* speak with parents
* offer specialist support such as special needs support or bilingual support depending on own skills or subject knowledge.

Now a look at the NCFE CACHE Level 4 Certificate for the Advanced Practitioner in Schools and Colleges (QRN: 603/2474/0). <www.qualhub.co.uk/qualification-search/qualification-detail/ncfe-cache-level-4-certificate-for-the-advanced-practitioner-in-schools-and-coll-552>

Can you see yourself completing this qualification in a few years’ time? Were you able to recognise some of the themes in the qualification?

You should also have a look through our progression map where you will see some suggested routes of learning, this will give you some ideas where your next qualification could take you: <www.qualhub.co.uk/media/1058/education-training-and-assessment-01102019.pdf>

You can see that following your course through to achieving your Level 3 Supporting Teaching and Learning is not the end of your learning journey.

Let’s see what CACHE student Yvonne says about her experience undertaking a qualification in supporting teaching and learning:

<www.cache.org.uk/centres/case-studies/unlocking-doors-with-cache-yvonne-s-journey>

Hear about Sarah’s journey into her new career as a Teaching Assistant:

<www.cache.org.uk/centres/case-studies/cache-learner-sarah-talks-about-her-new-career-as-a-ta>

### **Activity**

Describe a day in the life of a Teaching Assistant, give examples of:

* the planning you would do
* activities you would undertake with the children and young people.

So; what next?

### **Activity Career Diagnostic**

You could try the career diagnostic tool we have on the CACHE website, this may help and give you some ideas about where you could take your career.

[www.cache.org.uk/for-learners/careers-help](https://www.cache.org.uk/for-learners/careers-help)

How did you find the diagnostic tool, did you learn anything? Write a short piece about your findings.

Take some time to think about what you might want to do once you have finished your qualification. You may not have thought about your career goal yet, but it can help to identify goals and actions that will help you to reach your goal. One of these will be complete your qualification of course, but other goals may include thoughts around where you would like to work and in what role. Have a think and identify 3 goals below:

1.

2.

3.

You could also think about ways that you may work towards your goal too.

**Wider reading and useful documents**

Some areas you should consider researching include:

[findmyschool.co.uk/](http://findmyschool.co.uk/)

[www.ofsted.gov.uk/](http://www.ofsted.gov.uk/)

<www.ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs/job-profile/teaching-assistant>

[nationalcareers.service.gov.uk/job-profiles/teaching-assistant](https://nationalcareers.service.gov.uk/job-profiles/teaching-assistant)

Useful statutory guidance (up-to-date at the time of publishing this document):

<www.gov.uk/government/publications/working-together-to-safeguard-children--2>

[assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/836144/Keeping\_children\_safe\_in\_education\_part\_1\_2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/836144/Keeping_children_safe_in_education_part_1_2019.pdf)



“We hope you have found this programme enjoyable and helpful, well done on completing it.”



“Well done! We all wish you good luck in your placement, when you do manage to get out into a setting enjoy your time and stay safe. Goodbye for now and good luck.”