

# Teacher Support A

CAO-PO/19.00161

## Job information

Salary scale	7
FUWASYS-advice	7 – III c
Attribute scores	33232 33223 33 32
Total score	37
Date	12 December 2019

## Description of the position

### Context

This position is one of the functions in the teacher support range of positions.

A teacher support provides student guidance and educational support, educational preparation and professionalisation.

**A teacher support A provides instruction and guidance to students in consultation with the teacher and responds to specific situations and social current events.**

The position of a teacher support is found in regular primary schools, an integral child centre ("Integral Kinder Centrum" – IKC), and schools for special primary education or those for (secondary) special education.

### Work

#### 1 Student guidance and educational support

- Supports the teacher in providing education
- Works under the responsibility of the teacher and instructs and guides subgroups and/or groups of students independently in the practical application of subject or training areas
- Responds, during instruction, to developments in the discipline or educational field
- Tests and corrects students' educational activities and discusses findings with the teacher for assessment of the learning process
- Contributes to a safe and pedagogical climate by guiding and stimulating social skills
- Identifies social and other pedagogical problems concerning students and raises them
- Provides implementation of action and support plans
- Tracks student progress and development, registers the findings in the student tracking system and discusses these with the teacher
- Identifies bottlenecks in execution of the tasks and comes up with proposals for improvement

#### 2 Educational preparation

- Follows developments in the field of study or training and integrates these into instructions/guidance, in coordination with the teacher
- Collaborates on preparing daily educational activities
- Develops learning activities, instruction materials, teaching methods and assignments, or compiles these in consultation with the teacher on the basis of established curricula
- Evaluates the design of learning activities, working methods and assignments, and makes proposals for improvement
- Advises on use of learning tools and aids and the layout of the educational space
- Manages and maintains teaching materials, educational resources and/or spaces for professional practice, and makes proposals on

replacement or purchase

- Participates in working groups, submits ideas and/or makes proposals for improvement of approach/implementation

### 3 Professionalisation

- Participates in training activities
- Keeps required skills for the position up to date

### Framework, powers & responsibilities

- Decides on/about: instructing and guiding students in the practical application of subject or training areas, developing or compiling learning activities, instruction materials, work forms and assignments on the basis of methods and established learning objectives, as well as keeping the skills required for the position up to date.
- Framework: working agreements, safety and other regulations on learning activities, working methods and assignments
- Accountability: to the assigned hierarchical manager regarding the quality of the student guidance and educational support, educational preparation and professionalisation

### Knowledge and skills

- Theoretical and practical knowledge of the discipline or educational field
- Insight into the school's organisation and working method
- Knowledge and insight into developments in the discipline or educational field
- Skills in instructing and offering guidance in a specific discipline or educational field
- Skills in guiding and motivating students
- Skills in compiling and recording instructions/documentation material

### Contacts

- With teachers – to make agreements on the working method and content of the instruction in the field or training area and the use of educational materials
- With the support team – to consult and exchange information, in regard to action and support plans
- With students – about the lessons and instructions, to facilitate providing feedback and guidance
- With suppliers of materials – about purchasing and delivery, with the goal of reaching agreements