

## Teacher Support B

CAO-PE / 19.00162

### Job information

Salary scale	8
FUWASYS-advice	8 – IV a
Attribute scores	33232 33233 33 33
Total score	39
Date	12 December 2019

### Description of the position<sup>1</sup>

#### 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 B provides independent instruction and guidance for students and develops parts of the curriculum.**

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.

#### Tasks

- 1 Student guidance and educational support
  - Supports the teacher in providing education
  - **He or she works under the responsibility of the teacher and instructs and guides subgroups and/or groups of students in subject or training areas, including parts of the theory.**
  - Responds, during instruction, to developments in the subject or educational field
  - **He or she also compiles the tests for the subject or training area**
  - 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 and student guidance, in coordination with the teacher
  - Collaborates on preparing daily educational activities
  - **Develops, on the basis of established curricula and in consultation with the teacher, a part of the curriculum for interpretation and implementation in practical lessons with different working methods.**

<sup>1</sup> The bold text indicates the level-determining elements in relation to the Teacher Support A position.

- He or she evaluates the design of his or her own learning activities, working methods and assignments **and processes this with parts or all of the theory in the curriculum**
- 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

- He or she makes decisions on/concerning: instructing and guiding students in subject or training areas, developing part of the curriculum for the interpretation and implementation of practical lessons with different teaching methods in consultation with the teacher on the basis of established curricula and of keeping the skills of the position up-to-date.
- Framework: **curricula and specific policies for instruction and guidance in the subject or training field**
- 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 organization and working method
- Knowledge and insight into developments in the discipline or educational field
- **Skilled in developing parts of curricula**
- Skills in instructing and offering guidance in a specific discipline or educational field
- Skills in guiding and motivating students

#### Contacts

- **With teachers – concerning use of educational material and parts of the curriculum in the field of study or training to coordinate the content**
- 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