

Teaching assistant A

CAO-PO/19.00111

Job information

Salary scale	4
FUWASYS-advice	4 – II b
Attribute scores	22122 22122 22 22
Total score	26
Date	18 June 2019

Description of the position

Context

This position is one of the functions in the teaching assistant range of positions.

A teaching assistant carries out student guidance and educational support, organizing and managing tasks, student care (optional), and professionalisation.

A teaching assistant A provides student guidance and educational support, which is coordinated with the teacher in advance.

The position of a teaching assistant exists in regular primary schools, an integral child centre ("Integral Kinder Centrum" – IKC), and schools for special primary education or those for (secondary) special education. The position can also occur within a partnership.

Work

- 1 Student guidance and educational support
 - Has discussions with the teacher on which students need extra guidance and support
 - Provides supervised practice of using teaching material and/or skills of individual students and/or subgroups of students
 - Encourages students to listen, concentrate, ask questions, etc.
 - Takes standardized student tests
 - Registers findings in the student tracking system and discusses them with the teacher
 - Implements individual and other educational arrangements after consultation with the teacher
 - Supervises or guides students, identifies and corrects undesirable behaviour, and discusses this with the teacher
 - Carries out general educational support tasks
 - On request, contributes with the teacher to discussions with parents
- 2 Organization and management
 - Contributes to organization of school activities
 - Prepares teaching materials, on request by the teacher
 - Contributes to the design and layout of the educational space
 - Manages and maintains teaching materials and educational resources
 - Participates in working groups and makes an (organizational) contribution
 - Assists with surveillance
- 3 Student care (optional)
 - Guides students in general daily life activities (Algemene Dagelijkse Levensverrichtingen – ADL)
- 4 Professionalisation

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

Framework, powers & responsibilities

- Decides on/about: providing student guidance and educational support, which is coordinated with the teacher in advance, and the effect of which can be determined immediately.
- Framework: working agreements about student guidance and educational support
- Accountability: hierarchically to the assigned manager and functionally to the teacher in regard to the correctness and completeness of the student guidance and educational support, organization and management, student care, and professionalisation.

Knowledge and skills

- Professional knowledge of the practice of student guidance and educational support
- Familiarity with student hygiene and health
- Insight into the school's organisation and working method
- Skills in guiding and dealing with students
- Skills in conducting supervised practice of teaching material and/or skills
- Skills in practical organization of school activities

Contacts

- With students – to answer questions about practical use of teaching material and/or skills
- With the teacher – to discuss and exchange information about students' findings
- With fellow teaching assistants – to exchange information in regard to practical organization of school activities
- With parents – to provide information on practical student-related matters
- With colleagues and other professionals – to impart or gain practical information about students