

Teaching Assistant B

CAO-PO/19.00112

Job information

Salary scale	5
FUWASYS advice	II c
Attribute scores	32222 23222 22 22
Total score	30
Date	18 June 2019

Description of the position¹

Context

This function is one of the positions in the Teaching Assistant category.

A Teaching Assistant carries out student guidance and educational support, organizing and managing tasks, student care (optional), and contributes to professionalisation.

A Teaching assistant B provides student guidance and educational support, contributes to responses to specific situations, making proposals for improvement and coordinating these with the teacher.

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

Tasks

- 1 Student guidance and educational support
 - Has discussions with the teacher on which students need extra guidance and support
 - Handles supervised practical application of teaching materials and/or skills of individual students and/or subgroups of students **and chooses a suitable approach for the situation in question**
 - Encourages students to listen, concentrate, ask questions, etc.
 - Takes standardized student tests
 - **Makes proposals for supervision of students, based on his or her own assessment**
 - 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
 - **Identifies bottlenecks in execution of the tasks and comes up with proposals for improvement**
 - Contributes to organization of school activities
 - Prepares teaching materials **and contributes his or her own ideas**
 - Contributes to the design and layout of the educational space

¹ The bold text indicates the level-determining elements in relation to the Teaching Assistant position A.

- Manages and maintains teaching materials and educational resources
- Participates in working groups, **submits ideas and/or makes proposals for improvement of approach/implementation**
- Assists with surveillance

3 Student care (optional)

- Guides students in general daily life activities (Algemene Dagelijkse Levensverrichtingen – ADL)
- **Carries out reserved medical procedures on the basis of authorization**

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, while responding to specific situations for which a very short-term effect² can be determined, making proposals for improvement and coordinating these with the teacher**
- 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 organization and working method
- Skills in guiding and dealing with students
- Skills in conducting supervised practice of teaching material and/or skills
- **Skills in practical didactic and pedagogical actions towards students**
- 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 share information about students' findings and improvement proposals
- With fellow Teaching Assistants – about practical organization of school activities, in order to share information
- With colleagues and other professionals – to impart or gain practical information about students
- **With parents – about the student, in order to inform them about things, doing so with the teacher**

² Very short term is within two months (maximum).