

Teaching Assistant C

CAO-PE / 19.00113

Job information

Salary scale	6
FUWASYS advice	6 – III b
Attribute scores	32232 33223 22 32
Total score	34
Date	18 June 2019

Description of the position¹

Context

This position is one of the functions 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 C provides student guidance and educational support, responds to specific situations and acts according to his or her own insights, contributes to the design and planning of learning activities, working methods and/or assignments, makes suggestions for improvement and coordinates this 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
 - **Contributes to designing² of learning activities, working methods and/or assignments for students**
 - **Contributes to the evaluation of learning activities, teaching methods and/or assignments, makes suggestions for improvement and coordinates this with the teacher**
 - **Based on his/her own assessment, modifies student supervision actions and coordinates these with the teacher**
 - **Structures, plans and (partly) organizes the student's learning activities**
 - Handles **practical application** of teaching materials and/or skills of individual students and/or subgroups of students and chooses an approach that suits the situation
 - Encourages students to listen, concentrate, ask questions, etc.
 - Handles standardized student tests **and reports on the findings**
 - Makes proposals for the supervision of students based on his/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 students, identifies and corrects undesirable behaviour, and discusses this with the teacher
 - Carries out educational support tasks **for groups of students with specific learning difficulties**
 - Conducts conversations with parents, working with the teacher

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

² The term 'designing' in this context means the following: planning, designing and executing learning activities, working methods and/or assignments.

- 2 Organization and management
 - Identifies bottlenecks in execution of the tasks and comes up with proposals for improvement
 - **Independently organizes school activities**
 - Creates teaching materials by submitting his or her own ideas
 - Contributes to the design and layout of the educational space
 - Manages and maintains teaching materials and educational resources, and **makes proposals for replacement or purchase**
 - 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

- Makes decisions on/about the following: **providing pupil guidance and educational support, responding to specific situations and acting according to one's own insight, participating in designing and planning learning activities, working methods and/or assignments that can be determined as having a very short-term effect³, and 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 quality** of the student guidance and educational support, the organization and management, student care, and the 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 practical didactic and pedagogical actions towards students
- Skills in implementing practical use of teaching materials 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 share information about students' findings and improvement proposals
- **With the teacher – about the contribution to designing learning activities, working methods and/or assignments and improvement proposals, to discuss and make agreements about this**
- 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

³ Very short term is within two months (maximum).

- **With parents – about the student, to share information, doing so with the teacher**