

# Teaching Assistant

---

## Course Outline

# Overview Teaching Assistant

Are you interested in becoming a Teaching Assistant? We offer Teaching Assistant courses at Level 2 Award in Support Work in Schools and Colleges, Level 2 Certificate in Supporting Teaching and Learning, Level 3 Certificate in Supporting Teaching and Learning.

---

## Level 2 Award

### You will learn...

- ▶ Understand Schools and Colleges as Organisations
- ▶ Understand Children and Young People's Development Knowledge
- ▶ Understand Communication and Professional Relationships with Children, Young People and Adults
- ▶ Knowledge Understand Children and Young People's Health and Safety
- ▶ Safeguarding Children and Young People
- ▶ Understand Equality, Diversity and Inclusion in Work with Children and Young People

### Upon completion...

You will have attained an accredited qualification and can progress on to the next level. You will have the ability to apply the knowledge gained from the course to the world of work.

---

## Level 2

### You will learn...

- ▶ Child and young person development
- ▶ Safeguarding the welfare of children and young people
- ▶ Communication and professional relationships with children, young people and adults
- ▶ Equality, diversity and inclusion in work with children and young people
- ▶ Help improve own and team practice in schools
- ▶ Maintain and support relationships with children and young people
- ▶ Support children and young people's health and safety
- ▶ Support children and young people's positive behaviour
- ▶ Support learning activities
- ▶ Plus specific optional units relating to the job role.

### Upon completion...

You should be able to work as a general administrator in an office environment. You'll also have the required skills to generate professional documents and files using Microsoft Office programs.

---

## Level 3

### You will learn...

- ▶ Principles of business communication and information
- ▶ Principles of administration
- ▶ Principles of business
- ▶ Principles of leadership and management and more...

### Upon completion...

You should be able to work as a senior administrator in an office environment. You'll also have the required skills to generate advanced documents and files using Microsoft Office programs.

---

# Level 2 Award Support Work in Schools

## Overview



**9 Months**  
Duration



**9:30-3:30**  
Hours



**1 Day**  
Day-per-week



**Classroom & Work Placement**  
Environment

## What you will need to get started...

- ▶ 4 GCSEs at Grade A\*- C, including English and Maths, or a Level 2 Diploma in a Business Administration related discipline with a Merit or Distinction
- ▶ Functional Skills at Level 2

## Qualifications you will receive upon completion...

- ▶ NCFE CACHE Level 2 Award Support Work in Schools

## What you will study...

- ▶ Understand Schools and Colleges as Organisations Knowledge Understand Children and Young People's Development Knowledge Understand Communication and Professional Relationships with Children, Young People and Adults Knowledge
- ▶ Understand Children and Young People's Health and Safety Knowledge
- ▶ Safeguarding Children and Young People Knowledge
- ▶ Understand Equality, Diversity and Inclusion in Work with Children and Young People

## Progression

The four mandatory units also form part of the Level 2 Certificate in Supporting Teaching and Learning in Schools and the Level 2 Certificate in Supporting the Wider Curriculum in Schools. This enables credits and learning to be transferred from this qualification to the other Level 2 Certificates - providing direct progression routes.

# Level 2 Certificate in Supporting Teaching and Learning in Schools

## Overview



**6 Months**  
Duration



**9:30-3:30**  
Hours



**1 Day**  
Day-per-week



**Classroom**  
Environment

## What you will need to get started...

- ▶ 4 GCSEs at Grade A\*-C, including English and Maths, or a Level 2 Diploma in a Business Administration related discipline with a Merit or Distinction
- ▶ Functional Skills at Level 2

## Qualifications you will receive upon completion...

- ▶ NCFE CACHE Level 2 Certificate in Supporting Teaching and Learning in Schools

## What you will study...

- ▶ Child and young person development
- ▶ Safeguarding the welfare of children and young people
- ▶ Communication and professional relationships with children, young people and adults
- ▶ Equality, diversity and inclusion in work with children and young people.

## Progression

After completing this qualification, you can progress onto other qualifications such as:

- ▶ NCFE Level 4 NVQ Diploma in Business Administration.
- ▶ NCFE Level 4 NVQ Diploma in Business Administration
- ▶ NCFE Level 3 Diploma in Customer Service
- ▶ NCFE Level 4 NVQ Diploma in Customer Service
- ▶ NCFE Level 4 Diploma in Management

# Level 3 Certificate in Supporting Teaching and Learning

## Overview



**9 Months**  
Duration



**10 am to 3 pm**  
Hours



**1 - 2 days**  
Day-per-week



**Classroom**  
Environment

## What you will need to get started...

- ▶ You will already have achieved a Level 3 qualification. You must have completed an initial assessment and IAG with us.

## Qualifications you will receive upon completion...

- ▶ Level 3 Diploma in Supporting Teaching and Learning (Workforce)

## What you will study...

- ▶ Schools and Colleges as Organisations.  
Support Health and Safety in a Learning Environment.
- ▶ Understand How to Safeguard Children and Young People.  
Develop Professional Relationships with Children, Young People and Adults.  
Understand How Children and Young People Develop.
- ▶ Support Positive Behaviour in Children and Young People.  
Support Children and Young People During Learning Activities.
- ▶ Support English and Maths Skills.
- ▶ Support the Use of ICT in the Learning Environment.
- ▶ Support Assessment for Learning.
- ▶ Engage in Personal and Professional Development.
- ▶ Support Children and Young People's Speech, Language and Communication.
- ▶ Understand How to Support Bilingual Learners.
- ▶ Understand How to Support Learning of Children and Young People with Special Educational Needs and Disabilities.
- ▶ Support Children and Young People during Transitions.
- ▶ Support the Role of Play, Leisure and Extra-Curricular Activities for Children and Young People.

## Progression

Learners can progress onto the Level 4 Certificate for the Advanced Practitioner in Schools and Colleges, a foundation degree or specialist roles within the workforce.

## Opening Times:

Monday – Friday 9:00am – 5:00pm

## Contact Details

Bookings can be made by contacting the Course Information Centre: **020 7501 6450** and then extension **301** or **201**.

Web: [www.micomputsolutions.co.uk](http://www.micomputsolutions.co.uk)

Email: [training@micomputsolutions.co.uk](mailto:training@micomputsolutions.co.uk)

Department: Pre - Employment Team

You can also visit the Brixton Branch (Head office) or Deptford Branch, which are both open.

Main Office  
MI Skills Development Centre  
The Queen  
47a Bellefields Road Brixton  
SW9 9UH

Tel: 0207 501 6450 ext: 301

Deptford Office  
MI Skills Development Centre  
19 Wilshaw Street  
London  
SE14 6TN

Tel: 0208 694 5721 ext: 201

