

Teaching Assistant

Level 3 Programme Overview



Teaching Assistant

Duration: 15 months + 8 weeks for EPA

Level: 3

End-point assessment organisation: Innovate Awarding

Who is this apprenticeship for?

This job can be found in schools and colleges, including primary, secondary, special schools, and further education institutions like sixth forms and colleges. Teaching Assistants work with students of all ages to help them learn.

The main goal of this job is to assist the class teacher in helping students make progress and develop, either in groups or one-on-one. Teaching Assistants make sure students understand their work, know what they're supposed to learn, and behave well in class to make progress. They provide teaching to individuals and small groups and use different methods to help students with various abilities, all under the supervision of a qualified teacher. They might also help students with special educational needs, disabilities, or those who face social, emotional, and mental health challenges.

In this job, you might interact with all kinds of students, including high-achieving ones, those with special needs, English as an Additional Language (EAL) students, and those facing disadvantages.

Inspiring success



Teaching Assistants also work closely with teachers, other professionals in education, and students' parents or caregivers.

In this role, you'll be responsible for providing individual and small group teaching, following the teacher's instructions, ensuring safety, working well with other education professionals, encouraging positive behavior in students, and creating a safe and engaging learning environment. You'll also follow national laws about safeguarding and your school or college's policies and procedures.

Who will this apprenticeship support?

- Those wanting to become Teaching Assistant
- Learning Support Worker
- Classroom Assistant

What will be covered

Knowledge

- The learning resources available to support learners and how to use them.
- The impact of transition on learners and strategies to support them.
- How technology can support learning.
- The curriculum intent, how it is implemented, and the intended impact.
- Teaching strategies to deliver learning activities and interventions (for example, scaffolding, open questioning).

Skills

- Apply strategies to support and encourage the development of independent learners.
- Adapt communication strategies for the audience and context.
- Apply behaviour management strategies in line with organisational policy.
- Adapt resources to support all learners.
- Communicate with teachers to ensure clarity of the TA's role.

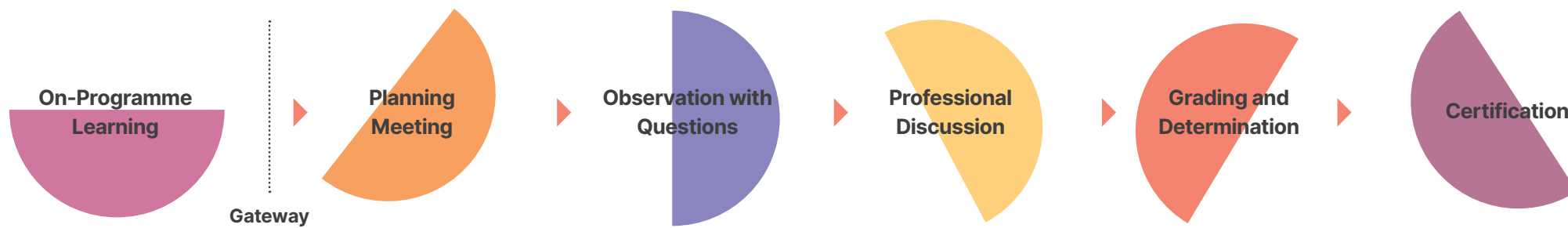
Behaviours

- Act professionally and respectfully with the whole school community.
- Be a positive role model, upholding and exemplifying the organisation's values.
- Respect and promote equality, diversity, and inclusion.
- Be committed to improving their own delivery through reflective practice.
- Engage with research to establish best practice.

These lists are not exhaustive



End-Point Assessment (EPA) Journey



End-Point Assessment

All end-point assessments are formal assessments that conclude the apprenticeship programme. The apprenticeship is assessed in a number of ways to provide an understanding of the learner's knowledge and skills. For this apprenticeship, the following assessment methods need to be achieved:

- Observation of Practice and Questioning
- Professional Discussion (underpinned by Showcase Portfolio of Evidence)

Gateway

The learner must have achieved Level 2 maths & English functional skills (or equivalent GCSE) and a collated showcase portfolio (which underpins the Professional Discussion) to proceed to end-point assessment.

Inspiring **success**

Observation with Questions

There will be two observations of mentoring sessions with two different mentees. Usually, one-to-one sessions but group mentoring can be observed. After observation, the learner will be questioned by the independent end-point assessor for further understanding around the knowledge, skills & behaviours. Questions will be specific to each observation and learner. Approximately 120 minutes.

In advance of the observation, apprentices will be provided with information on the format of the observation, including timescales. The employer and apprentice will need to gain appropriate client consent in advance of the observation process.

Professional Discussion (underpinned by Showcase Portfolio of Evidence)

The Professional Discussion will be conducted to take account of the occupational context in which the apprentice operates and will be structured to draw out the best of the apprentice's competence and excellence relating to the designated Knowledge, Skills and Behaviours.

The professional discussion is an opportunity for the learner to showcase their knowledge, skills and behaviour application in the workplace. The portfolio of evidence should be submitted to the independent end-point assessor two weeks prior to the professional discussion. This will give the opportunity for the EPA to prepare for the professional discussion. The portfolio itself will not be assessed. Approximately 90 minutes.

Delivery

Your employees will have their own Personal Tutor who will meet with the employee via remote 1-to-1 sessions only.

The Personal Tutor will be available throughout the course to teach, monitor progress and prepare learners for their end-point assessment (EPA). Our Personal Tutor approach to training is flexible, allowing us to work with the learner in the way that is most suitable for them.

You may also be assigned a Workplace Assessor who will carry out workplace observations. This is where they will observe you performing your duties. These workplace observations are planned weeks in advance with both you and your employer to ensure each visit is productive and all the required observations are completed over the course of the programme. The workplace assessor will provide feedback and assess your competence against the criteria in your qualification.

- **1-to-1 sessions:** These sessions will be taken place via remote sessions only.
- **Self-study:** Learners expected to carry out self-study using Paragon Skills' social learning platform, Bud.
- **Contact:** Learners have access to their Personal Tutors via email, learner portal, telephone and Bud.



Delivery

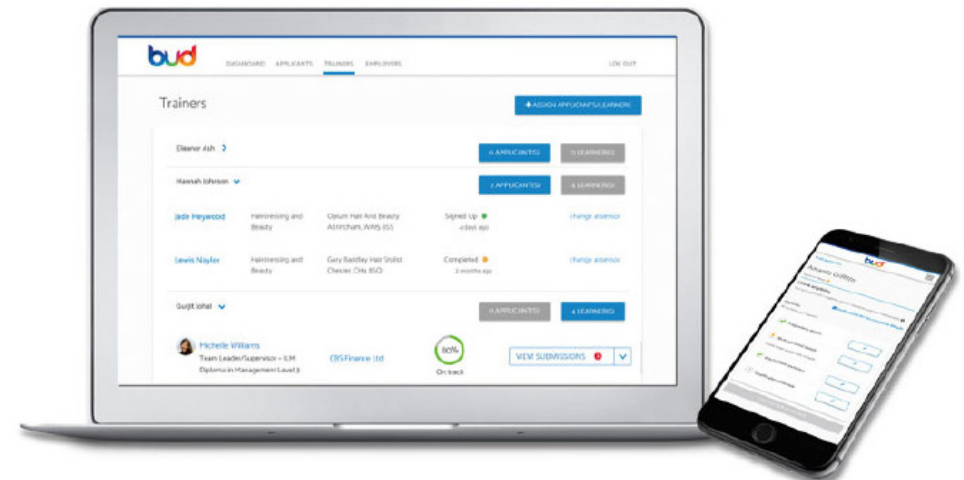
Specialist Learning Portal

Our learning portal, Bud, is a perfect balance of performance and usability. Designed in partnership with Paragon Skills, it has our learner's needs at the heart of it, allowing flexibility across multiple platforms, with simplicity being key. The hard work of managing apprenticeships is done for you. Bud guides you through the process step-by-step, from enrolment and collecting evidence to preparing for audit, end-point assessment and funding.

Functional Skills

As part of the qualification, all our apprentices are required to complete maths and English Functional Skills to further develop their skills and knowledge in these areas. This will support their development within their career and provide essential life skills.

To enable learners to progress well, we provide group teaching sessions throughout the day covering all aspects of the curriculum and preparing apprentices for the tests they need to sit to achieve their Functional Skills. Learners may have already achieved a Grade 4-9 at GCSE level, therefore will be exempt from completing Functional Skills.



Ongoing support

You will receive full support from our experienced Client Services and Operations teams before, during and after each apprenticeship takes place. Our team will help you measure the impact of your apprenticeship programme, provide regular progress updates, invite you to exclusive events and ensure you are supported to maximise the benefits of apprenticeship for your business.

Our training expands on the job role by offering pastoral support to all our learners as well as offering advice and guidance. With an emphasis on care and social responsibility, our learners progress through our programmes confident enough to face any challenges.



Why **Paragon Skills**?

Paragon Skills is a leading national training provider delivering first class apprenticeship programmes across a variety of sectors since 1998. Our dedicated Personal Tutors will integrate seamlessly with your business and be on hand to support your employees every step of the way.

We're passionate about learning and are committed to providing an outstanding experience for all our learners and employers.

Contact us →



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