



TOTAL PEOPLE
LEADERS IN LEARNING®

**CAREERS
EDUCATION,
INFORMATION,
ADVICE AND
GUIDANCE
TEACHING
ASSISTANT**

TOTALPEOPLE.CO.UK

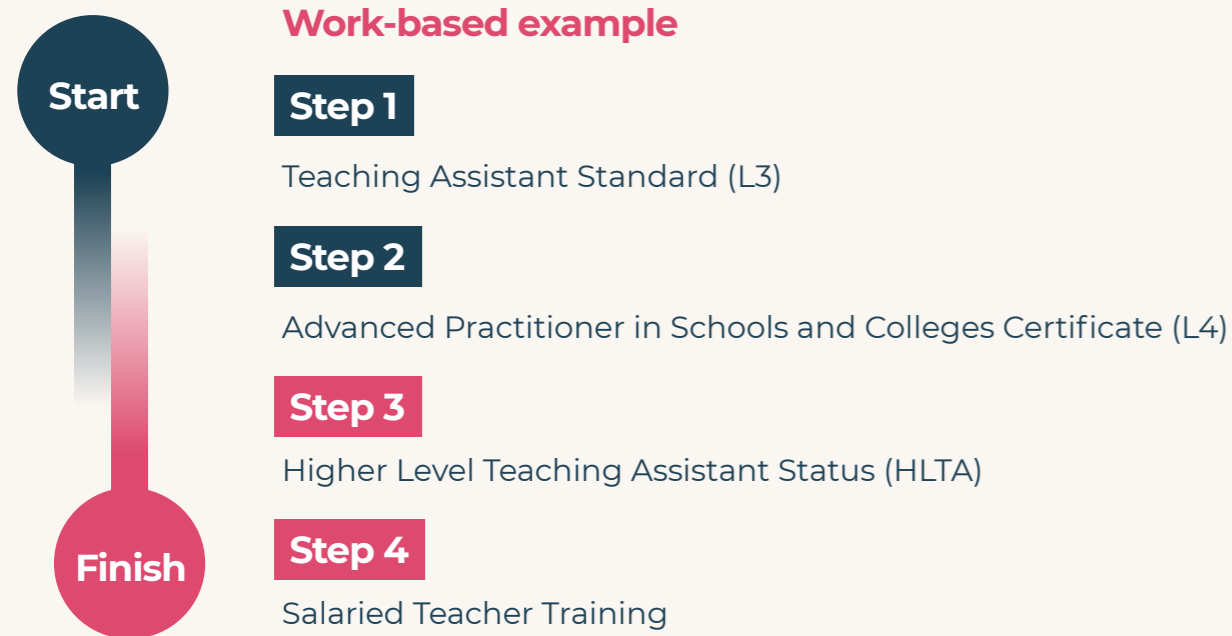


QUALIFICATIONS

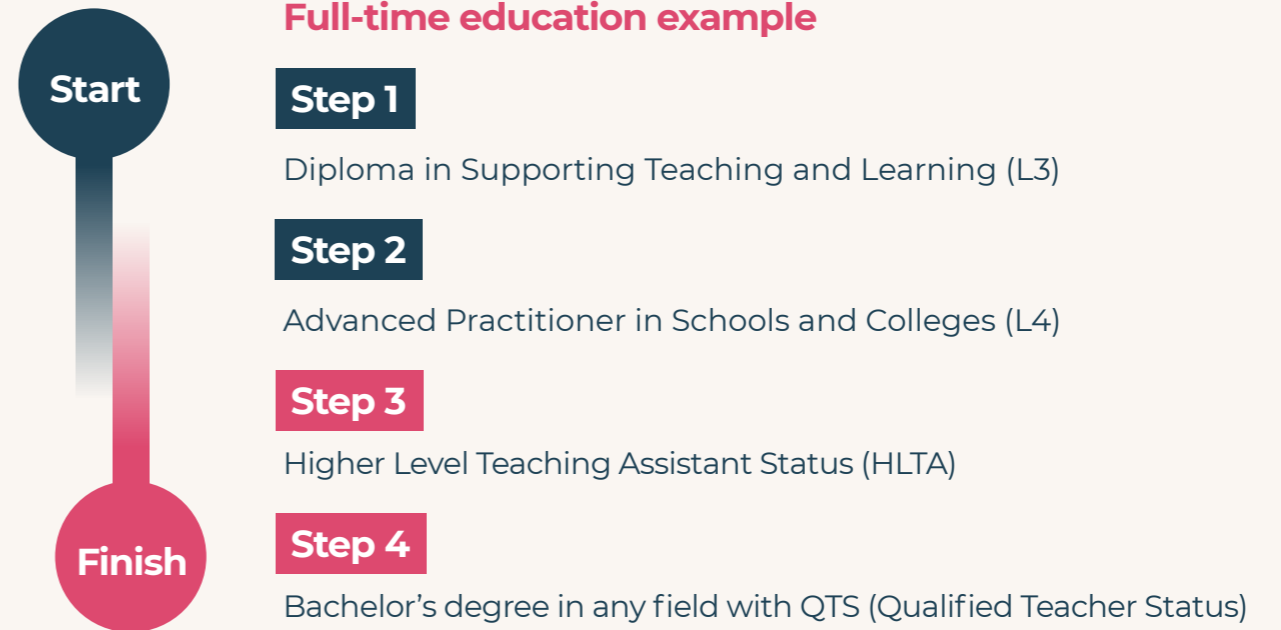
PATHWAYS FOR PROGRESSION

As you can see there are crossovers between the pathways – you may complete a mix of work-based training and full-time education to reach the job role of your dreams. For example, you may go to college to achieve the Diploma in Supporting Teaching and Learning before gaining employment as a Teaching Assistant, then with sufficient experience you are able to work towards a higher-level qualification or Higher-Level Teaching Assistant Status (HLTA) whilst employed. Another example could be that you start out as an Apprentice working towards the Level 3 Standard, you then continue to be employed as a Teaching Assistant and gain the necessary experience to become a HLTA, you may then decide to return to full-time education and complete a degree with Qualified Teacher Status (QTS).

There are many opportunities in schools to coordinate activities in specialist areas of support or curriculum learning, such as Special Educational Needs (SEN), literacy, IT or safeguarding.



Full-time education example



JOB ROLES AND CAREER PROGRESSION OPPORTUNITIES

TEACHING ASSISTANT

Primary, special, or secondary education supporting a class or a pupil on a one-to-one basis.

HIGHER LEVEL TEACHING ASSISTANT (HLTA)

Within this role you supervise other teaching assistant staff as well as co-ordinating specific areas of teaching support.

SPECIALIST POSITIONS

With experience you may become a specialist within the school, such as the literacy or numeracy specialist, the SENCo (Special Educational Needs Co-ordinator) or the DSL (Designated Safeguarding Lead).

TEACHING

With degree level training there are opportunities to progress into teaching.

TRANSFERABLE SKILLS AND BEHAVIOURS

- Building relationships and embracing change
- Communication and interpersonal skills and building effective relationships, including partnership working with external agencies
- Promoting and championing equality, diversity and inclusion
- Using technology – a wide range of systems are used in the school as well as digital literacy forming part of the curriculum
- Problem solving and critical thinking skills
- Effective record keeping
- Ability to report and reduce risks to relevant people
- Engage in professional development and reflective practice
- Motivational skills which support and encourage learning

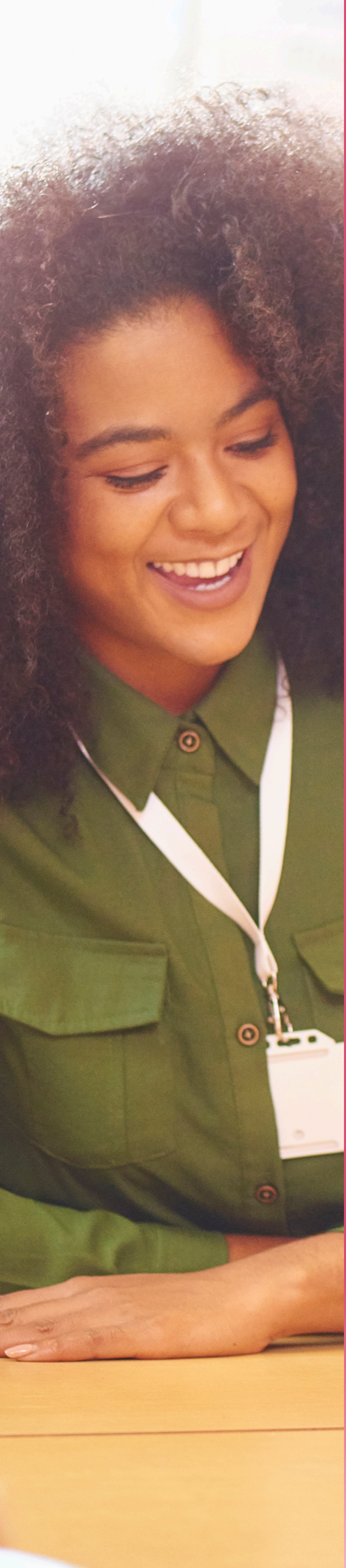


CAREER DEVELOPMENT USING TRANSFERABLE SKILLS

It is important to be able to recognise the skills and behaviours you are gaining at any level, as you will then be able to promote these skills and behaviours to employers, potential employers, and further education providers.

People may change career path at any point and the skills and knowledge gained can often be transferred to another role – new skills are not wasted. Often when making a career change some re-training is needed. However, there are many desirable transferable skills such as effective communication, record keeping skills and using technology that would help if moving into another career, for example skills such as these would be transferable if moving into a role in exam administration, customer service or business administration.

Other skills such as building relationships, embracing change, motivating people, championing equality, diversity and inclusion would support careers in teaching, mentoring, and coaching, as well as roles within a Local Authority, for example a Family Support Worker.



MATHS AND ENGLISH

These skills will be the foundation of a long and successful career, whichever vocation you choose in the future. In the main, every job needs you to be able to confidently read and act on information, communicate effectively with others whether that's written or verbal communication, and use some form of maths to solve problems whether that's money, estimating amounts and ordering or time management.

Explore careers

Learn more about careers for Teaching Assistants as well as a whole range of other careers by visiting the National Careers Service. [Click here](#) to find out more.

Tes

Now one of the largest, professional digital communities, connecting and supporting more than 13 million educators globally.

A great source of information, including careers advice and guidance. [Click here](#) to find out more.

CV building

It is advisable to always maintain a current up-to-date CV. It is great to capture current qualifications and CPD for your employer and also stands you in great stead when seeking promotion or new opportunities. For more information about how to build a CV, visit the National Careers Service. [Click here](#) to view.



Total People is part of LTE group.

LTE group is committed to equality of opportunity, non-discriminatory practices and supporting individual students.

