



TOTAL PEOPLE
LEADERS IN LEARNING®

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

TOTALPEOPLE.CO.UK

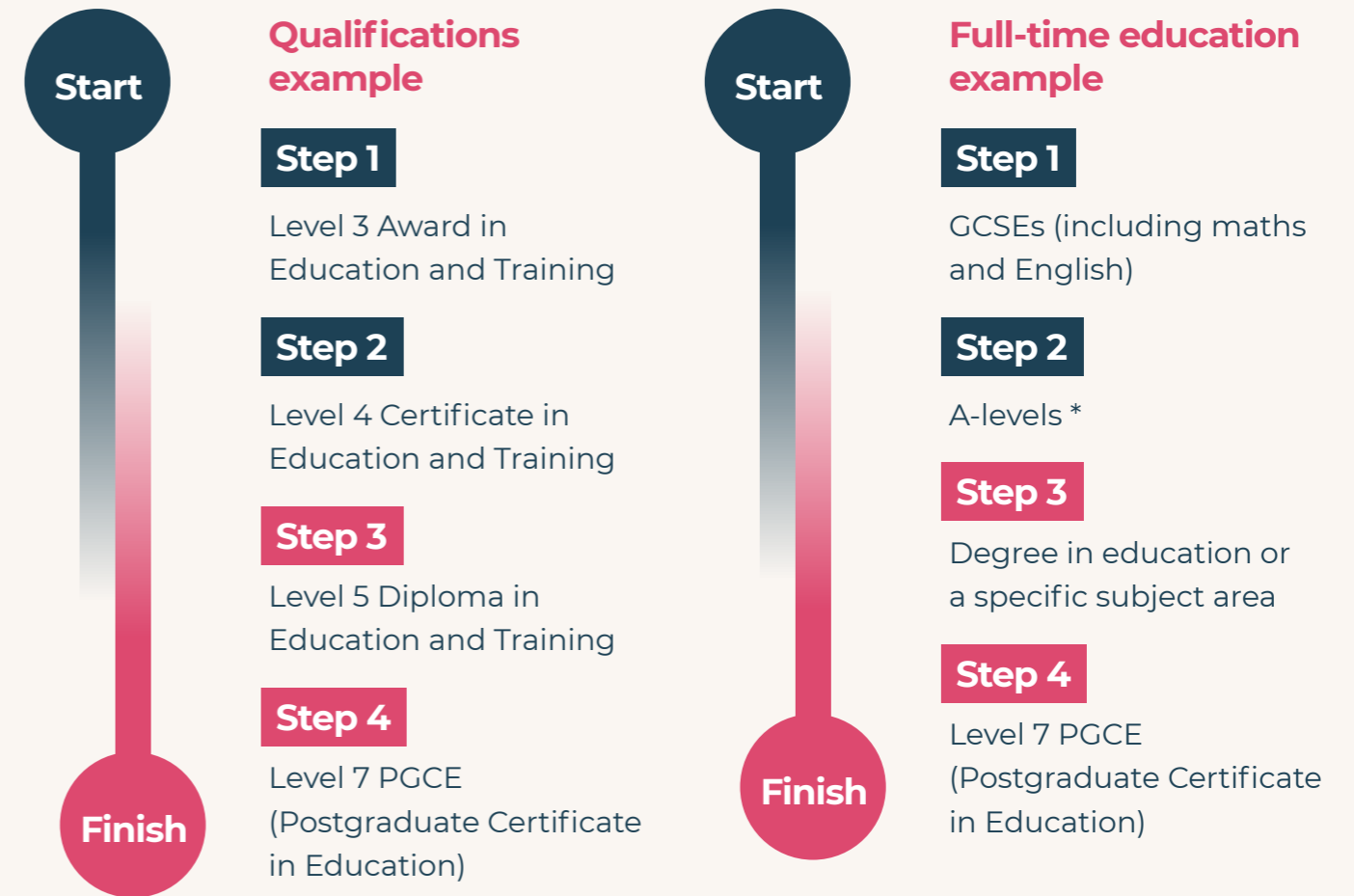


QUALIFICATIONS

PATHWAYS FOR PROGRESSION

Careers in education are all about supporting others to learn and develop. There are career opportunities across different levels, and roles in education are found in the public, private and voluntary sectors. Occupations in education range from working with children in their earliest years to adults. This flyer will focus on roles within post-16 education. If you are interested in early years or primary education, you may find our Childcare and Teaching Assistant flyers useful.

Career progression is not always linear, and you do not have to follow one of these routes directly. There are many options available. For example, after completing the Level 4 Certificate in Education and Training, you may decide to study a degree course full time. Or, after completing the Level 3 Apprenticeship in Learning and Skills or the Level 3 Award in Education and Training, you may choose to specialise within quality assurance rather than progress into a higher-level teaching role.



* Always check with universities how many A-levels are required, as well as what grades, to enter the degree course you wish to pursue. Also, some degree courses accept alternatives to A-levels, such as a Level 4 certificate

JOB ROLES AND CAREER PROGRESSION OPPORTUNITIES

LEVEL 3

- Assessor
- Coach
- Tutor
- Training facilitator

With additional training and relevant experience, you may specialise in quality assurance.

LEVEL 4

- Academic mentor
- Learning mentor
- Technical mentor
- Occupational mentor
- Tutor/trainer
- Assessor/coach
- Training mentor
- Vocational mentor

With additional training and relevant experience, you may specialise in quality assurance or make the move into leading or managing a team of assessors/tutors.

LEVEL 5+

- Learning and skills teacher
- Tutor
- Lecturer

With additional training and relevant experience, you could move into managing or leading departments. Or you could choose an area of education to specialise in, such as Special Educational Needs or Safeguarding.

TRANSFERABLE SKILLS AND BEHAVIOURS

Below are some examples of the skills and behaviours you will gain while working in the education sector.

LEVEL 3

- Effective communication and questioning skills
- Objective
- Respectful
- Ability to be resilient and adapt to change
- Ability to plan inclusive assessments
- Ability to provide supportive, constructive and developmental feedback to others
- Good understanding of quality improvement and a commitment to professional development
- Ability to follow organisational policies and practices and statutory guidance
- Ability to apply principles of safeguarding to practice
- Ability to maintain confidentiality in line with legislative requirements

LEVEL 4

- Skilled communicator and active listener
- Organised – ability to manage own time effectively and meet targets
- Ability to develop and maintain relationships with others, maintaining non-judgemental and objective approach
- Strong written communication skills and an ability to maintain accurate, detailed records in line with confidentiality and GDPR requirements

- Ability to provide developmental feedback and support others to reflect on and develop their own practice
- Ability to reflect on and evaluate own practice with a commitment to continued professional development
- Adaptable and resilient – ability to cope well with change

LEVEL 5+

- Highly skilled communicator, including active listening skills, verbal and non-verbal communication and an understanding of a range of appropriate questioning techniques that support learning and development
- Ability to work under pressure and meet targets
- Ability to inspire and motivate others
- Ability to encourage others to set challenging goals and targets
- Ability to plan effectively for learning and development
- Supportive of others to develop autonomy, resilience and emotional intelligence
- Ability to provide feedback which supports development and aids learning
- Committed to quality and continuous professional development
- Ability to demonstrate a fair, consistent and ethical approach which values and champions British values and equality, diversity and inclusion
- Ability to support the implementation and review of safeguarding policies, practices and procedures in line with relevant legislation



CAREER DEVELOPMENT USING TRANSFERABLE SKILLS

Transferable skills are the skills and qualities that can be applied to a wide range of different jobs.

If you decide that you no longer want to work in education, it is important to be able to recognise the skills and behaviours you gained along the way, which will support you in a new career path.

Being able to promote these skills and behaviours to potential employers will demonstrate what you can bring to a role and how much you have learned from previous positions or experience.



MATHS AND ENGLISH

These skills will be the foundation of a long and successful career, whichever vocation you choose in the future. Most jobs need people who can read and act on information confidently and communicate effectively with others (whether verbally or in writing). They also require some knowledge of maths for problem solving, whether that's in relation to money, estimating amounts, ordering or time management.

You could even specialise in maths or English and be an assessor/coach/mentor/teacher of these subject areas.

WEBSITE AND CAREERS INFORMATION

National Careers Service

The National Careers Service provides information on 25 job categories, including Education. The service is free and provides information on how to enter the profession, the skills you need, what the job entails, progression opportunities and the average salary. [Click here](#) for more information.

Education and Training Foundation

The Education and Training Foundation supports teachers and leaders across the Further Education and Training sector to help them achieve their professional development goals. There is a wealth of information, support and training that you can access on the ETF website. [Click here](#) for more information.

FE Week

FE Week is the premier news service for the Further Education and Skills sector in England. [Click here](#) for more information.

Tes

Tes is a great resource for those in education and provides a wide range of information and resources, including careers advice. To read more, click [here](#).

Get Into Teaching

Another source of information, advice and support for those interested in teaching in post-16 education is the government website, Get Into Teaching. [Click here](#) to access their website.

UCAS

UCAS provides a wealth of independent careers information, advice and guidance. You can find out about different careers, apprenticeships and courses, as well as support guides that cover many aspects of student life. [Click here](#) for more information.

IfATE

The Institute for Apprenticeships and Technical Education (IfATE) provides a range of information, including occupational maps. Visit the site [here](#) and select the occupational route you are interested in.



Total People is part of LTE group.

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

