

# Teaching Assistant CPD Opportunities Grid

2005 - 2006

| Teaching Assistant*<br>Career Stage/<br>Progression Route  | Accreditation<br>opportunities leading to<br>additional qualifications   | Opportunities available<br>for the individual  | Opportunities available<br>in your school  | Opportunities available<br>through links with<br>other schools and<br>establishments   | Opportunities provided<br>or brokered by LA   | Opportunities through<br>external bodies and<br>through National<br>Programmes  |
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| <b>Newly appointed staff</b><br><i>(*Teaching Assistant is used as a generic term to cover; Ancillary, LSA, Nursery Nurse, Classroom Assistant, Cover Supervisor, Behaviour Support Assistant etc)</i> | (be aware that a requirement for HLTA Status will be GCSE English and Maths at grade 'C' equivalent plus a level 3 qualification or equivalent)  | Start professional portfolio.<br>Join a professional association.<br>Develop a personal learning plan.<br>Develop a career plan.<br>Look at resources in your school.<br>Visit local educational venues.<br>Audit skills.<br>Access school ICT resources.  | School's induction programme.<br>Observations of colleagues.<br>Observation by colleagues.<br>Being mentored.<br>Link with previous year's TA.<br>Attend staff meetings/training as appropriate.<br>Visit different Key Stage in your school or department.<br>Attend staff meetings/training as appropriate.<br>Liaise with teachers.<br>Access school based Performance management system.   | Visit a similar school.<br>Visit different schools or a different key stage.<br>Visit colleagues in other schools with similar roles.<br>Access development group training where available.  | Discussions with LA consultants.<br>INSET brochure.<br>Attend induction training.<br>Read TA Newsletter.<br>Access LA websites.<br>LA Professional Development Workshops/networks.  | Access DfES TeacherNet ( <a href="http://www.teachernet.gov.uk">www.teachernet.gov.uk</a> )<br>Access other e-learning opportunities.<br>Access GCSE Courses as appropriate.<br>Access Learn Direct Adult Numeracy and Literacy GCSE equivalent tests.  |
| <b>Experienced Teaching Assistants at all levels</b>   | NVQ2<br>Teaching Assistants & other relevant NVQ courses<br>VQ level 2   | PLUS<br>Maintain a Professional Portfolio - record, reflect, analyse, self-evaluate and plan your CPD.<br>Within your portfolio you will develop an evidence base showing the impact of your work.<br>Use part-time and distance learning.<br>Undertake personal research e.g. research into dyslexia.<br>Evaluate own working strategies.<br>Continue to develop ICT skills.<br>Produce resources and analyse impact of their use.<br>Develop a learning portfolio of evidence. | PLUS<br>Personal research and development time.<br>Shadow colleagues.<br>Membership of a School working party or change team.<br>Support an out of school visit for pupils.<br>Review performance management targets & set new targets.<br>Prepare work & support an identified group.<br>Liaise with teachers re pupil progress.<br>Develop new resources.<br>Evaluate learning outcomes.<br>Share practice with other colleagues.<br>Assist in planning pupils work. | PLUS<br>Ongoing paired work with similar/dissimilar schools.<br>Share practice with other schools.<br>Cross phase/cross department working and partnerships.<br>Working with a learning/study team.<br>Visit colleagues in other schools with different roles. | PLUS<br>Attend a range of courses as outlined in the LA INSET brochure and general flyers.<br>Access good practice through the School Improvement Network.<br>LA Professional Development Workshops/networks.   | Access courses through local FE Colleges at NVQ2 or equivalent levels.  |
| <b>Experienced Teaching Assistants at all levels</b>   | NVQ3 course for teaching assistants & other relevant NVQ3 courses.<br>VQ level 3.  | PLUS<br>Develop your self-evaluation skills.<br>Seek feedback from pupils.<br>Develop mentoring & coaching skills.<br>Take part in on-line discussions.<br>Read academic and professional journals.<br>Become an NVQ Assessor.<br>Research various websites.<br>Research HLTA requirements and identify providers.   | PLUS<br>Work with mentor or mentor a colleague.<br>Be coached by a more experienced colleague.<br>Work with an artist in residence.<br>Attend master classes.<br>Lead a school-training programmes.<br>Study/evaluate lessons with colleagues.<br>Evaluate behaviour/working strategies.<br>Contribute to a school INSET Day.  | PLUS<br>Member of cluster working groups.<br>Member of phase or cross phase groups.<br>Make inputs to cluster groups.<br>Support Transition of pupils across phases and from special to mainstream and vice versa.   | PLUS<br>Attend a range of courses in LA INSET brochure.<br>Access LA web-based information.<br>Access NVQ3 Teaching Assistant courses funded by LA.<br>Access certificate courses funded by LA which accumulate (CATs) points)<br>Obtain information on HLTA funding and training.<br>LA Professional Development Workshops/networks. | Take part in Certificate, diploma programme.<br>Access courses & workshops from various external partners.<br>NVQ3 training Enrol on Foundation Degree.   |
| <b>Experienced Teaching Assistants at all levels</b>   | NVQ4<br>Certificate in learning support, speech & language. Behaviour.<br>PMLD/SLD Certificate.<br><br>Foundation degree (240 cat points)  | PLUS<br>Become a governor.<br>Contribute to academic journals.<br>Become a union representative.<br>Attend local professional association meetings.<br>Access Subject, Booster courses.<br>Research other key stages.  | PLUS<br>Work with a range of agencies.<br>Meet with parents.<br>Take part in job interviews.<br>Support junior colleagues.<br>Lead department training session.<br>Take on a new role.<br>Become a governor.<br>Shadow teachers.<br>Participate in school based research projects.<br>Have experience of work across key stages and departments.   | PLUS<br>Visit Training/Leading Edge schools.<br>Support colleagues in other schools.<br>Links with members of cohort from a learning network.  | PLUS<br>Attend network meetings.<br>Contribute to LA courses & conferences.<br>Make presentations at conferences.<br>Attend appropriate conferences.<br>Access funding for HLTA course.<br>LA Professional Development Workshops/networks.  | Access university courses.<br>Access information from University & LA Recruitment & Retention Officer.<br>Access HLTA training and assessment <b>and/or</b> NVQ4 (e.g. UCN course)  |
| <b>Experienced Teaching Assistants operating at a Higher level</b>   | Higher Level Teaching Assistant (HLTA*) Training (Level 2 Maths and English required plus a level 3 qualification)<br><br><i>(*HLTA status is awarded against national TDA standards)</i>  | PLUS<br>Review Foundation Degree requirements.<br>Scope out new role and responsibilities.<br>Develop leadership skills.<br>Familiarise yourself with teaching policies and practice.  | PLUS<br>Chair meetings.<br>Develop feedback from meetings.<br>Plan and action a change.<br>Be part of planning team & implement as well as evaluating and monitoring schemes of work.<br>Make a significant contribution to teaching and learning.   | PLUS<br>Working with HLTA colleagues in local schools/colleges.<br>Involvement in the school's development group.  | PLUS<br>Attend network meetings.<br>Contribute to LA courses & conferences.<br>Make presentations at conferences.<br>Attend appropriate conferences.<br>LA Professional Development Workshops/networks.   | Access university courses.<br>Access information from University & LA Recruitment & Retention Officer.<br>Access HLTA training and assessment.  |
| <b>Experienced Teaching Assistants aspiring to be teachers</b>   | Registered Teacher Programme (RTP - 2 years) or Graduate Teacher Programme (GTP - 1 year)<br><br>(Both need Math and English at Grade C or above. RTP requires applicant to have 240 CATs points and GTP applicants 360 CATs)<br><br>AWARD - Qualified Teacher Status upon completion. | PLUS<br>Further professional development portfolio.<br>Join a professional teaching association.<br>Undertake a self-assessment against QTS standards.<br>Start to complete CEDP.<br>Revisit opportunities detailed at stage 2 and 3 above from a teaching perspective.  | PLUS<br>Observation of teaching practices.<br>Work with a personal and professional mentor.<br>Experience a variety of teaching practices and obtain feedback from peers.<br>Peer observation across the school.<br>Ongoing assessment against QTS standards.  | PLUS<br>Link with local NQT network.<br>Network with other GTPs.<br>Arrange contrasting placements within other schools/colleges.  | PLUS<br>Access to LA INSET.<br>Access to Job Skills Workshop.<br>LA Professional Development Workshops/networks.  | Access training programmes organised by the GTP/RTP provider.<br>Extensive use of e-learning via DfES, TDA websites: ( <a href="http://www.teachernet.gov.uk">www.teachernet.gov.uk</a> ; <a href="http://www.tda.gov.uk">www.tda.gov.uk</a> )<br>Access to enhancement courses operated by local Training Schools and Universities e.g. subject enhancement. |