

## **Information for Employers**

# **Level 4 Certificate for Higher Level Teaching Assistants**

**February 2021**

#### **Level 4 Certificate for Higher Level Teaching Assistants: aims.**

Teaching Assistants (TAs) work in schools, supporting children and young people. The role includes a wide range of tasks, including getting lesson resources prepared, working with specific groups, including pupils with Special Educational Needs (SEN), marking work and promoting positive interactions. Some TAs also support social development and work with children on developing and maintaining friendships.

In their daily work, TAs interact with children and young people, sometimes on a one to one basis and sometimes in small groups. They will support learning under the guidance of a teacher in the classroom. Teaching Assistants also support the social and emotional development of children and young people, encouraging positive behaviour and working with those children who struggle to access learning in a classroom.

The rationale behind the Level 4 Certificate for Higher Level Teaching Assistants is to give the employee the support and guidance to develop their knowledge and skills in working with individuals and small groups of children and young people. They will also explore theories surrounding teaching and learning, and policy guidance which supports their work in school.

#### **How trained Teaching Assistants can help your organisation.**

Benefits to the employer will include:

- Professional staff member who will enhance the support offered to children and young people
- Staff with a working knowledge of SEN
- A TA who can lead group work and work independently
- A staff member who can support the development of inclusive practice

#### **Employer references**

This programme requires the participant to invest time and energy into their professional development. To gain the most from studying this qualification, participants will also require help and guidance from their employer, along with a financial contribution (if the employer is funding an employee of theirs).

Serco's Education Team must therefore confirm that the employer has understood this commitment and wholly support the individual's application; the applicant is required to confirm this on the application form (supporting letter is not required).

#### **What is expected of employers?**

Participants on the Level 4 Certificate for Higher Level Teaching Assistants may be 'returners-to-learning'. Even if this is not the case, whilst employed in a busy role many will also have other commitments at home. Participating in professional development at this level and calibre is often new to them and can at times present some challenges to their work/life balance.

It is beneficial if the participant, regardless of the level of programme, can negotiate time to discuss their development and progress on the programme with their line manager/mentor on a regular basis.

Often a 10–30 minute catch-up is all that is required each month.

The process of sharing information gained from these programmes within their place of employment and focusing on improvements to their role, has been shown to be beneficial to both participant and employer. For example, the participant may find out about ways to attract extra funding or learn about upcoming changes to legislation that that might benefit a client or even the employer.

The line manager's commitment will give the participant the confidence and guidance they need to be successful on the programme and enable them to deliver improvements for their clients and the organisation in which they work.

Participants may need to speak to colleagues across other areas of the organisation. They will be looking to place their learning into their own organisation's context and may therefore wish to discuss how the distinct areas of the organisation work. They will draw upon the expertise and experience of their own colleagues and peers as well as their line and senior managers.

### **The individual participant's commitment**

Study is by:

- a fully online approach with regular online support from their tutor and working group.
- completion of seven mandatory units which contain a series of assessment tasks to develop the participants knowledge and practical skills.

### **Study times**

Study times will vary depending upon the participant and their prior learning. We anticipate that participants will need to commit between 3 to 5 hours (approximately) per week for study on the Level 4 Certificate for Higher Level Teaching Assistants. Study times may increase when a participant is completing an assessment activity.

Some organisations are able to release participants from their professional duties for a period of time each week to enable them to complete their work. As previously indicated, many organisations find that they benefit directly from the work that participants undertake during the programme, as systems are reviewed and developmental work is undertaken. This means that, resources permitting, the organisation can make a sound investment through supporting their participant and providing some remission from their duties.

### **Assessment**

The Level 4 Certificate for Higher Level Teaching Assistants requires participants to complete assessment tasks as they work through each of the seven units of study. These are then marked, and feedback is provided to the participant to enable them to develop their learning and knowledge. Should a participant not pass an assessment task they will be given the opportunity to resubmit.

The seven units studied are:

- Awareness of Special Educational Needs
- Child development and welfare
- Curriculum planning, delivery, and assessment
- Developing skills to promote positive working relationships
- Promoting positive behaviour in children and young people
- Providing support for individuals and small groups
- Understanding the Higher Level Teaching Assistant Role

### **Programme costs**

Please see our website (<https://www.serco-ese.com/serco-education/education-programmes/higher-level-teaching-assistants>) for details of latest prices. The employer (or participant) are invoiced 2 to 4 weeks before a programme starts. TQUK accreditation is included in the cost of the programmes.

Most of the learning materials are provided through Serco's e-learning platform located on the learning centre website [www.leadershiplearningcentre.com](http://www.leadershiplearningcentre.com).

Participant handbooks, and other resources, are available online. Participants may wish to print these off so may therefore need to consider the cost of printing and paper consumables. We are not able to reimburse any supply cover costs while the participant is studying.

Participants sometimes choose to work together in informal support groups. This is not a requirement of the programme but can help participants through their studies. These groups are self-funded although they are sometimes hosted at one of the participating schools.

### **ICT resources required to complete the programme**

Participants are involved in a significant amount of online learning as they progress through the programme and they will therefore need access to a computer in order to participate.

Most participants have access to a PC or laptop at home, but some may be dependent upon their employer's ICT equipment. You may wish to discuss with the applicant how your organisation can help in terms of access to equipment and time to complete their work for the programme, as appropriate.

Participants will also need to visit a number of websites in order to undertake research into government policy and best practice. Sometimes they may need to use the employer's system to access these documents (web access from the organisation's system permitting).

Participants will also often need to access the internet outside office hours and term-time. Research from previous participants has shown that online work often takes place during evenings, weekends and holidays.

*More information can be found on our main website (<https://www.serco-ese.com/serco-education/education-programmes/higher-level-teaching-assistants>)*

## **Enquiries**

If you wish to discuss the commitment required by your organisation or employee any further, or have any other queries, please contact Serco's Education Team:

[hlt@serco.com](mailto:hlt@serco.com) or call 01452 341829 (during normal office hours)

*Serco Education, Quedgeley, Gloucester GL2 2AT (July 2021)*