

FUNCTION PROFILE	
Job title	Teaching assistant
Classification level	Scale 7 (€2045 - €3068 p.m. gross)
FUWA-PO/VO scores	32232 33223 33 33
Characterisation of the Function	Is charged with pupil guidance and educational support, responds to specific situations and acts according to his or her own insight, contributes to the design and planning of learning activities, working methods and/or assignments, makes suggestions for improvement and attunes this with the teacher/teacher and makes independent pedagogical and didactic contributions to the educational process.
Activities	
Pupil guidance and educational support	<ul style="list-style-type: none"> - Independently instructs and supervises (sub)groups of students in the practical application of subject or training areas, under the responsibility of the teacher; - Responds during the instructions to developments in the professional or training field. - Thinks about teaching and educational goals and about the development of forms of work and learning activities; - Provides the writing/compilation of (parts of) the educational material; - In the absence of the teacher, takes care of childcare for pupils; - Tests and corrects educational activities of students and discusses findings with the teacher for the assessment of the learning process. - Contributes to a safe and pedagogical climate by guiding and stimulating social skills - Identifies and raises (social) pedagogical problems among pupils - Executes action and support plans - Tracks pupil progress and development, records findings in the pupil monitoring system and discusses them with the teacher; - Identifies bottlenecks in the execution of the work and comes up with improvement proposals - Shares responsibility for compiling and assessing (parts of) tests/examinations (VO). - Assists with the taking of tests, examinations, school examinations and central exams (VO). - Make proposals for the purchase of (leather) materials; - Attends teacher/teacher conversations with parents.
Organisation and management	<ul style="list-style-type: none"> - Contributes to the organisation of school activities; - Prepares teaching material at the teacher's request; - Contributes to the design of the educational space; - Manages and maintains teaching materials and educational resources; - Participates in working groups and makes a (organisational) contribution; - Records findings in the pupil monitoring system and discusses them with the teacher; - Assists with surveillance; - Assists with the organisation of excursions, celebrations, festivities, etc; - Upon request and together with the teacher, contributes to discussions with parents. - Identifies bottlenecks in the execution of the work and comes up with improvement proposals; - Prepares teaching materials and contributes its own ideas; - Participates in working groups, contributes ideas and/or makes improvement proposals for the approach/implementation. - Organizes school activities independently - Manages and maintains teaching materials and educational resources, makes proposals for replacement or purchase. - Follows developments in the field of study or training and integrates these in instructions/tutoring in coordination with the teacher; - Partly prepares the daily educational activities;

	<ul style="list-style-type: none"> - Develops or assembles learning activities, instruction materials, working methods and assignments in consultation with the teacher/teacher on the basis of established curricula; - Evaluates the design of learning activities, working methods and assignments and makes suggestions for improvement; - Advises on the use of learning and teaching aids and on the design of the teaching space; - Participates in working groups, contributes ideas and/or makes suggestions for improvement of the approach/implementation.
Other support	<ul style="list-style-type: none"> - Taking part in team meetings; - organizing school activities; - Supervising during tests, trials, tests, examinations, final exams etc.(VO).
Professionalisation	<ul style="list-style-type: none"> - Maintaining and, if necessary, increasing the skills required for the profession; - Participates in training activities.
Framework, decisions, accountability	
Framework	Instructions of the teacher/teacher, the lesson plan and any treatment and care plans and safety regulations.
Decisions	To instruct and guide students in the practical application of subject areas or training areas, to develop or compile learning activities, instruction materials, forms of work and assignments using methods and based on established learning objectives and to keep the competencies of the position up to date.
Accountability	Hierarchically to the head of department and functionally to the teacher/teacher about the quality of pupil guidance and educational support, the organisation and management, other support and professionalisation.
Knowledge and skills	
Knowledge	<ul style="list-style-type: none"> - Practical knowledge of the approach to care tasks; - Familiarity with children's hygiene, nutrition and health. - Technical knowledge of the practice of pupil guidance and educational support - Familiarity with group processes; - Insight into the organisation and working method of the school. - Theoretical and practical knowledge of the field of study or training; - Knowledge and insight into the developments of the field of study or training.
Skills	<ul style="list-style-type: none"> - Skills in carrying out the requested care tasks; - Skills in consciously responding to and reporting on pupil behaviour; - Skill in carrying out simple household tasks. - Skills in dealing with, supervising and correcting pupil behaviour; - Skills in carrying out supervised practice of lesson material and/or skills; - Skills in organising groups in the classroom situation and child care; - Skills in carrying out practical / organizational work. - Skilled in practical didactic and pedagogical actions towards pupils - Skilled in instructing and supervising in a specific field or training; - Skilled in guiding and motivating students; - Skilled in compiling and recording instructions/documentation material; - Empathy and social skills.
Contacts	
	<ul style="list-style-type: none"> - With students about practicing lesson material and/or skills to answer questions;

	<ul style="list-style-type: none"> - With fellow teaching assistants on the practical organisation of school activities to exchange information; - With parents on practical pupil issues to provide information; - With colleagues and professionals about the pupil to give or receive practical information - With the teacher/lecturer about students' findings and suggestions for improvement to discuss and exchange information - With the parents about the pupil to inform them, together with the teacher - With the teacher/teacher about the contribution to the design of learning activities, working methods and/or assignments and suggestions for improvement to discuss and make agreements about these. - With parents about the student to exchange information, together with the teacher - With the support team on the action and support plans to discuss and exchange information; - With students about the lessons and instructions to give feedback and guidance; - With suppliers of materials about purchasing and delivery to reach agreements.
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