

Job series of (technical) teaching assistants and supervisors
Subset of technical teaching assistants

FUNCTION PROFILE	
Job title	Technical teaching assistant
Classification level	Scale 7
FUWA-PO/VO scores	32232 33223 33 33
Characterisation of the function	Is charged with assisting the teacher in giving lessons, with other supporting task as well as with management tasks.
Activities	
Lesson support	<ul style="list-style-type: none"> - Giving instruction to students; - Guiding students in practical's; - Performing demonstration tests; - Assisting with practical school research, practical's and demonstration tests. - Performing demonstration tests and/or assisting the teacher in these; - Instructing the students in carrying out tests and assignments and in the use of materials, machines and suchlike; - Checking the student's observations etc. and giving feedback to the student; - Providing information to the teacher for the assessment of the educational process and the result - Assisting students independently with practical exercises and assignments and answering questions; - Assisting with practical's and assignments.
Other support	<ul style="list-style-type: none"> - Independently developing, preparing, testing and carrying out tests and assignments; - Co-evaluating assignments, tests and the like and making proposals for improvement; - Assisting in the creation of profile papers and cross-disciplinary projects; - Supervising during trial weeks; - The technical supervision of parties and events; - Coordinating the activities of the other TTA's.
Maintenance, management and safety	<ul style="list-style-type: none"> - Maintaining equipment; - Preparing and tidying up equipment; - Taking care of stock management and ordering material; - Maintaining the classrooms. - Advising on safety in the practical classrooms; - Maintaining instruments, tools, implements and other aids; - Suggesting improvements for the management, maintenance and replacement of installations; - The management and administration of stocks and inventory; - advising on the purchase of tools, instruments, instruments and apparatus, as well as on the furnishing of the practical training rooms; - making proposals for modifications to installations; - Consult on maintenance, management and safety. - Taking care of the management of the practical rooms; - Drawing up the budget for the materials.
Management and placement of audio-visual equipment	<ul style="list-style-type: none"> - Taking care of the installation and connection of audio-visual equipment; - Giving instruction to users and acting as a source of information; - Preventive maintenance and repairs of audio-visual equipment; - Outsourcing major repairs to third parties and checking the execution; - Advising on the purchase and replacement of equipment.

Framework, decisions, accountability	
Framework	<ul style="list-style-type: none"> - Established frameworks, curricula, working arrangements and teaching instructions.
Decisions	<ul style="list-style-type: none"> - In carrying out the assignments given by the teacher, in identifying errors by students, in compiling and preparing tests and assignments and in managing installations and machines, - On the content of the advice and on the content of improvement proposals. - In coordinating the work of other TTA's.
Accountability	<ul style="list-style-type: none"> - Hierarchically to the assigned manager and functionally to the lecturer on the quality of support, maintenance and management.
Knowledge and skills	
Knowledge	<ul style="list-style-type: none"> - Practical knowledge of the subjects for which assistance is provided; - Insight into the organisation of the educational institution. - Knowledge of the tests and assignments to be carried out; - Professional knowledge in the field of consumables and utensils; - Knowledge of safety, occupational health and safety and environmental regulations - Theoretical, practical knowledge of the subjects for which assistance is provided; - Knowledge of project education / problem-based education.
Skills	<ul style="list-style-type: none"> - Skills in supervising and dealing with pupils and stimulating them to work and learn independently; - Skills in managing and advising on installations, machines, devices and instruments; - Skills in developing tests, compiling assignments and instructing students.
Contacts	
	<ul style="list-style-type: none"> - With students to stimulate and motivate them to work and learn independently; - With teachers to agree on lesson support; - With other TOAs to collaborate on cross-curricular projects; - With companies to make agreements about purchasing and deliveries.