

4.1 explain own roles and responsibilities in relation to learning and developmen...

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4. 1 Explain own roles and responsibilities in relation to learning and development. Roles and responsibilities of learning support/teaching assistants vary from organisation to organisation. I have created a list of my roles and responsibilities in the organisation I work for: -Assist individual students in performing activities initiated by the tutor. -Supervise learners for short periods of time when Tutor has to leave the room. -Assist in monitoring supplementary work and independent study. -Reinforce learning in small groups or with individuals, while the tutor works with other students. -Provide assistance with individualized programme materials. -Assist the tutor in observing, recording, and charting behaviour. -Assist the tutor with crisis problems and behaviour management. -Assist in preparation/production of instructional materials and modifications. -Carry out instructional programs designed by the tutor. -Work with the tutor to develop classroom schedules. -Carry out tutoring activities designed by the tutor. -Maintain records relative to specific programming and student performance. -Assist in related duties which may be assigned because of specific needs. -Assist the teacher to provide program adjustments that are suitable to the student's behavioural and emotional make-up. -Assist with student's food preparation and distribution. -Make records of any behavioural issues that may occur -Attend a monthly Review of progress with each learner. -To recognise and act upon a learner struggling with work. -To maintain stock in Tuck Shop. -To support learners if they have a problem with members of staff. -To create group activities for learning sessions.

4. 2 Explain the points of referral available to help meet the needs of learners.

Planning - I would ensure the course documents take into consideration the

individual needs of the learner. E. g. Initial Assessment, Scheme of work, ILP and APL - Provide a suitable learning environment conducive to learning with regards to layout and accessibility. - I would include varied styles of learning throughout the teaching. - Ensure the booking form has sections included to highlight any special needs. - I would provide teaching resources that are accessible for all learners. - I would do my utmost to include provision to ensure learners that may require additional resources have access to the information and the resources. Delivery - I would introduce during the learner's induction information and discussion on equality and diversity, including policies, complaints procedure etc. - Setting appropriate ground rules with learners during induction. - Ensure appropriate assessment methods used for all learners. - I would insist on appropriate and sensitive use of language and would challenge the inappropriate use of language. - I would ensure materials and topics are presented in ways that are sensitive to equality and diversity - I would ensure discussion and comments within the learning environment are managed to ensure learner language is appropriate and non-discriminatory. - Language I use is non-discriminatory and appropriate - I would ensure that any assessment was fair and would not discriminate against any learner - Ensure diversity is included within my teaching — making reference and using examples from a variety of cultures, religions