

# Preparing to teach in the lifelong learning sector

[Profession](#), [Teacher](#)



In this assignment I will explore the responsibilities, roles and the building of relationships as a teacher to adults in a college environment. When thinking about what a teacher's responsibilities and roles are, not only do you have codes of practice and extensive legislative requirements but you also have your own professional duties as a teacher. A legislative requirement is a duty to act according to the law and a code of practice is a set of rules outlining how a person in a particular profession is expected to behave. There are so many legislation's and codes of practice that everyone must follow but a few important examples are: ' The Data Protection Act (1998 amended 2003) made provision for the regulation of the processing of information relating to individuals, including the obtaining, holding, use or disclosure of such information.' (Gravells, 2011: 16). The Equality Act (2006 enhanced 2010) It ' aims to eliminate discrimination, reduce inequality, protect human rights and to build a good relations, ensuring that everyone has a fair chance to participate in society.' (Gravells, 2008: 19) ' The Act was further enhanced in 2010 to bring disability, sex, race and other grounds of discrimination within one piece of legislation.' (Gravells, 2011: 48). ' Equality is about the rights of learners to have access to, attend and participate in their chosen learning experience' and ' diversity is about valuing and respecting the difference in learners.' (Gravells, 2011: 47). I need to make sure that I stay positive in all aspects of equality and diversity. I must respect every learner and their views and beliefs regardless of race, gender, religion, disability and sexual orientation. My own personal views or thoughts should not affect the way that I teach. As a teacher I have many roles and responsibilities. Being a teacher is not just about teaching your students, it is also about being a role

model and encouraging students with all aspects of learning. Health and safety procedures have to be followed and maintained at all times to ensure the best possible learning environment for the students. I have to make sure each lesson is planned and that I include all learners in every activity. To do this I need to identify the needs of each learner and try to include them while I plan. Sometimes knowing the needs of a learner is not so easy to find out as it may be a personal problem they have that they do not wish to share. The teaching and learning cycle helps to keep teaching effective by identifying the needs of the learners by doing an assessment or even agreeing individual learning plans: Planning each lesson and what materials are going to be needed: Enabling the students to learn by using a variety of approaches: Assessing that the students have gained the knowledge and the skills to carry out what I was teaching and to evaluate myself and how I taught so I may make changes in the future if and where I need to. When I identify the needs of a learner that need to be referred, I will have to give the learner information, guidance and advice to where they are being referred and to why. Sometimes a learner may come to me and tell me that they need extra help or even tell me they are having problems out of school/college. Helping them in an understanding and non-judgemental way will also encourage them to respect you a little more as a teacher and an adviser. There are many different places that a learner can be referred to, internally and externally. In some schools and colleges there are designated staffs who deal with advice, information and guidance to first aiders and health and welfare officers. Outside of these places there are the police, Citizens Advice Bureau and a lot of telephone numbers that can be given for

helplines and agencies. Boundaries are set out in every professional role, but depending on the profession depends on what the boundaries are or how many there are. A teacher has to have a professional and non-personal relationship with their students by not taking their numbers or adding them to a networking site on the internet. They would have to maintain professionalism in work and also out of work. They would have to know how far they could go to help a learner and when to refer them onto someone who may be able to help. Personal views and interests would also have to be put aside as this may cause conflict between the student and teacher. If we compare this to another profession, e. g. a Public House Landlady, we can see how different the lines of boundaries are. Landladies can have a more personal relationship with their customers. They are able to make friends and talk to them about private and personal information if they so wish to do so. Even though professionalism is meant to be carried out at all times of work, there is a more relaxed attitude to this. Adding customers to networking sites and exchanging numbers is also acceptable. My responsibilities as a teacher are very similar to a landlady regarding their health and safety and making sure that the environment that they are in is appropriate. Treating students and customers as equals no matter their race, gender or ability is also a major part of both professions. Making sure that the learners have a safe and supportive learning environment is a major role of a teacher. Using positive communication towards the students will help in the support of teaching. Eye contact and a smile is a great way to help show friendliness and warmth towards the student. If you believe in your student then hopefully they will believe in themselves. Providing students with a

chance to share about their background and cultures will also help them to achieve and to also understand others. Promoting appropriate behavior and respect for others should always be acknowledged from the very start but must be maintained throughout the terms. Getting the students to make their own ground rules together will be a great way for them to understand and to also abide by them. If they all make the rules between them, they are more likely to stick by them. Making sure they are on show will also give a good reminder each and every day.