

Support Staff Roles and Appropriate Qualifications

Support Staff Role	Qualifications Available at Level 2	Qualifications Available at Level 3	Subjects within Units Which May be of most Interest
General Teaching Assistant/Learning Support Assistant	<p>Suitable for those new to the role (first 12 months) or doing limited role, all activities fully under the direction of a teacher.</p> <p>Level 2 Award Support Work in Schools</p> <p>Level 2 Certificate Supporting Teaching and Learning in Schools</p>	<p>Suitable for more experienced staff, those doing more activities independently getting involved in lesson planning and evaluation.</p> <p>Level 3 Certificate Supporting Teaching and Learning in Schools</p> <p>Level 3 Diploma Supporting Teaching and Learning in Schools</p>	<p>Unit 202 and 333 Safeguarding</p> <p>Unit 209 and 304 Positive Behaviour</p> <p>Unit 204 and 306 Equality and Diversity</p> <p>Unit 208 and 334 Children's Health and Safety</p> <p>Unit 210 and 303 Support Learning Activities</p>
Advanced Teaching Assistant/ Learning Support Assistant		<p>Level 3 Certificate Supporting Teaching and Learning in Schools</p> <p>Level 3 Diploma Supporting Teaching and Learning in Schools</p>	<p>Unit 333 Safeguarding</p> <p>Unit 304 Positive Behaviour</p> <p>Unit 306 Equality and Diversity</p> <p>Unit 334 Children's Health and Safety</p> <p>Unit 316 Support gifted and talented learners</p> <p>Unit 315 Provide literacy and numeracy support</p>
<p>Specialist Teaching Assistant/Learning Support Assistant including:</p> <ul style="list-style-type: none"> ▪ Special Education Needs Teaching Assistant ▪ Curriculum focused Teaching Assistant ▪ Bilingual Teaching Assistant 	<p>Suitable for those new to the role (first 12 months) or doing limited role, all activities fully under the direction of a teacher.</p> <p>Level 2 Certificate Supporting Teaching and Learning in Schools</p>	<p>Suitable for more experienced staff, those doing more activities independently getting involved in lesson planning and evaluation.</p> <p>Level 3 Diploma Supporting Teaching and Learning in Schools</p>	<p>For Special Education Needs and Supporting Children with Disabilities optional group C units will all be of interest. Includes Unit 320 Support children and young people with behaviour, emotional and social development needs</p> <p>Unit 336 Support childrens speech, language and communication</p> <p>Unit 317 Support bilingual learners</p> <p>Unit 330 Work with other practitioners to support children and young people</p>

Cover Supervisor (those delivering whole class learning activities)		Level 3 Certificate in Cover Supervision	Unit 308 Supervise whole class learning activities
Mid day Supervisor	Level 2 Award Support Work in Schools Level 2 Certificate Supporting the Wider Curriculum in Schools		Unit 214 Support children and young people at meal or snack time Unit 216 Support children and young peoples play and leisure Unit 218 Support extra curricular activities
Administrator/ Receptionist	Level 2 Certificate in Business and Administration		Unit 230 Administer human resource records Unit 209 Take minutes Unit 319 Order products and services Unit 211 Provide reception services
Advanced Administrator/School Business Manager		Level 3 Certificate in Business and Administration Level 3 Diploma in Business and Administration	Unit 347 Provide administrative support in schools Unit 420 Manage budgets Unit 325 Supervise an office facility Unit 340 Spreadsheet software
Parent Support Advisor	Level 2 Award Work with Parents	Level 3 Certificate Work with Parents Level 3 Certificate (PSA) Work with Parents	Unit 318 Work in partnership with parents to engage them with their childrens learning and development in school Unit 301 Work with parents to meet their childrens needs Unit 304 Effective communication with parents