

NEW TRAINING OPPORTUNITIES FOR EXPERIENCED TEACHING ASSISTANTS

THE OPEN UNIVERSITY SPECIALIST TEACHER ASSISTANT CERTIFICATE

From September 2003, the LEA will be working in partnership with the Open University to present the **Specialist Teacher Assistant Certificate (STAC)** course.

WHAT IS THE COURSE LIKE?

The course is an undergraduate level course. It aims to prepare students for the role of specialist teacher assistant (STA) in primary schools. The STA role includes:

- supporting learning in all areas of English and mathematics and in the development of scientific and ICT skills;
- working with individual children and groups, monitoring their work and giving feedback;
- supporting the development of children's skills of collaboration and positive attitudes to learning;
- contributing to the assessment and recording of children's progress.

The course will run from September 2003 to September 2004. It requires students to study at home, carry out tasks in school, undertake a project, and attend tutorials and day schools.

Students' school-based work is carried out mainly in their normal place of work – the host school. Students are also paired with another local student and work in each other's schools.

Assessment is made through written assignments, reports by the mentor and headteacher in the host school, and a portfolio containing work on the tasks and project.

WHO IS THE COURSE FOR?

A limited number of places will be available for experienced teaching assistants. Applicants for the course **must**:

- be working at Key Stage 1 or Key Stage 2;
- have been working in their host school on a regular basis since at least September 2002;
- be working for at least one day per week in a mainstream primary school throughout the 2003/04 school year.

The course is also suitable for assistants working in special schools for children with moderate learning difficulties, provided arrangements can be made for them to spend time in a mainstream primary classroom for one day per week throughout the course.

Applicants normally have GCSE Grade C or above in English language and mathematics, or their equivalent. However, applicants who do not have these qualifications can still apply and will be considered on their merits.

WHAT DOES THE SCHOOL NEED TO DO TO SUPPORT THE STUDENT?

The host school needs to ensure that the student has opportunities for developing the course competencies, for example, by carrying out the set tasks.

Students **must** have a named mentor who is an experienced primary teacher working in the host school. The mentor helps to support the student's learning and assess the student's progress.

HOW MUCH DOES THE COURSE COST?

All course fees are paid by the LEA.

HOW CAN WE FIND OUT MORE ABOUT THE STAC COURSE?

The Open University is able to hold **one** meeting in the county to provide more information about the course and the implications for the school as a whole. This meeting will take place at the **Norwich Professional Development Centre from 4.30 to 6.00 on Thursday, 1st May 2003**. The meeting is for **potential students, and their mentors and headteachers**. The aim of the meeting is to provide all parties with the information to decide whether or not to make/support an application.

The meeting will be led by Dorothy Robbie, the Open University Staff Tutor for the East Anglia Region.

Please complete the attached form if you wish to attend. Tea/coffee will be available from 4.00pm.

If you require further information prior to the recruitment meeting

contact: Roger Eagle (Senior Primary Adviser) or Carol Burgess (Administrative Assistant) at Norwich Professional Development Centre – 01603 433276 ext. 135.

**OPEN UNIVERSITY STAC COURSE - RECRUITMENT MEETING
NORWICH PROFESSIONAL DEVELOPMENT CENTRE
4.30 – 6.00 p.m. 1ST MAY 2003 in the Hall**

I/we wish to attend the above meeting.

School.....
Teaching Assistant.....
Mentor.....
Headteacher.....
Signed(Headteacher)
Date.....

Please return to :-

Carol Burgess
Norfolk Education Advisory Service
Professional Development Centre
Woodside Road
NORWICH
Norfolk NR7 9QL

or
Fax to :- 01603 700236