

Get Ready for... Support Work in Education

Qualification: Certificate **Subject Area:** Pre-Employment **Level:** 1 **Duration:** 6 Weeks **Attendance details:** Part Time, Short Course **Location:** City Campus

Course Information

Who is this course for?

This course is suitable for anyone who wishes to gain employment in support roles within education. The focus will be on developing the practical skills in a support role, whilst also improving job search and interview skills to gain employment in the sector.

Learners should be keen to work in an education environment.

What do you need to apply for the course?

This course is suitable for anyone aged 18 or over who is unemployed, eligible to work in the UK and who is claiming JSA or ESA (WRAG) or other benefits such as income support, housing, council tax, pension credit or an unwaged dependent. People aged 18 or over who are not in receipt of a benefit are also welcome to apply.

Anyone who falls outside of these categories is also welcome to contact the Pre-employment Team for details.

What are the key things you'll learn?

The focus of this programme is on teaching and learning, school office or lunchtime support it will develop the essential skills necessary to work effectively in a variety of environments. Throughout the programme learners will develop your knowledge in a wide range of subjects such as:

- Communication skills,
- Promote good practice in the community and workplace,

- IT preparation,
- Problem Solving at Work,
- Team Work,
- Presenting Information,
- Importance of procedures and policies,
- Understanding conflict at work,
- Handling sensitive information at work.
- Equality & Diversity – Introduce the concept of E&D, highlight the effects of stereotyping, labelling prejudice and discrimination.
- Examine the rights and responsibilities and action to help and support others.

How will you learn?

This course is taught through classroom based theory lessons, interactive activities, group work and observations.

Where could this course take you?

After successfully completing the course you will have the skills required to progress on to an educational support role, further study, distance learning or apprenticeship.

"Having done some courses at Teleport Doxford, I would just like to say what a pleasure it has been to be taught by a fantastic teacher. The courses that I have attended and passed have now helped me find work. The help and support I got will stay with me for a long time."

Wendy Burton