

WORKING WITH OTHERS

PROBLEM SOLVING

IMPROVING OWN LEARNING & PERFORMANCE APPLICATION OF NUMBER

- Being a member of the team
- Attending meetings
- Working with others
- Carrying out tasks
- Negotiating and agreeing working arrangements
- Seeking advice when needed

KEY SKILLS

- Identifying a problem
- Solving a problem
- Reviewing methods used to solve problems

- Taking an interest in what you are doing

- How to relate to children individually and in groups

WORK SKILLS

- How to follow health and safety procedures
- How to promote opportunities for pupils' physical play

- Recognising new skills you have gained

- Getting on well with different types of people

- How to provide a safe and stimulating environment for pupils

- Participating in talking and listening activities with pupils

WORK TASKS

- Using and moving equipment
- Following instructions

- How to help pupils develop self-reliance and self-esteem

- Setting targets with your supervisor

EMPLOYABILITY SKILLS

- Being flexible

- How to select activities for pupils of different ages

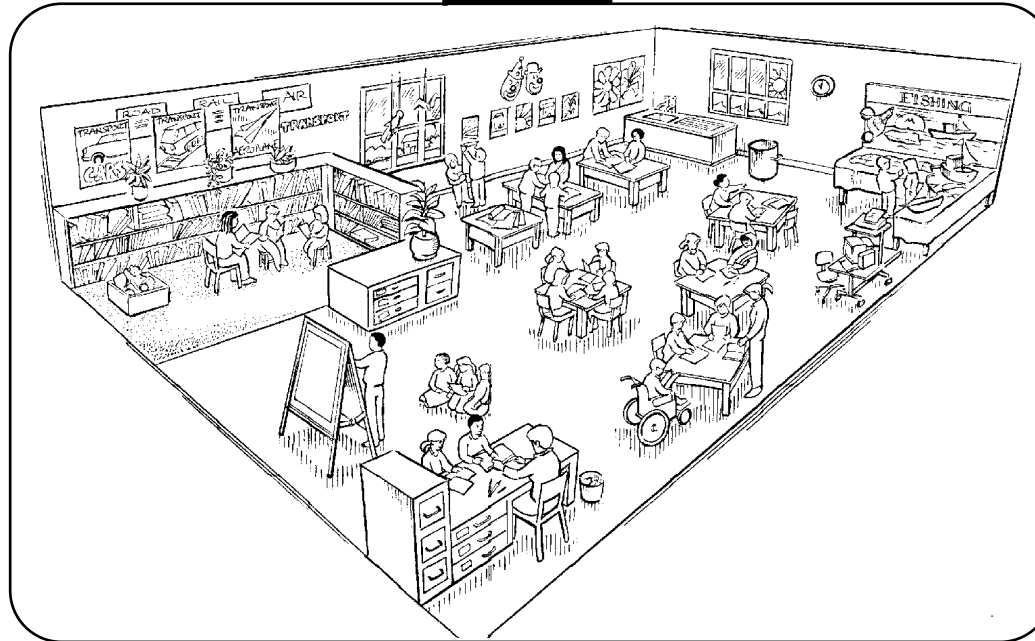
- Singing to younger pupils

- Reading stories to pupils

- Contributing to pupils' personal hygiene

- Cleaning and maintaining classroom equipment

- How to present yourself and make a good impression



- Preparing well for an interview

- Understanding the importance of good appearance

- Having a 'can do' attitude to working in the classroom

- Good timekeeping

- Clearing away equipment and storing it safely

- Helping to supervise breaks

- Working on projects e.g. to promote health education

- Assisting professional staff

- How to promote positive aspects of pupils' behaviour

- Identifying new skills

- Maintaining records

- Collecting and processing data

- Being involved in number work with pupils

- Helping to check and order stock

- Using mathematical equipment with pupils

- How to handle materials safely

- How to communicate with pupils and staff

- How to speak to parents

- How to make and display posters and notices

- How to use a computer

- Taking part in discussions with pupils

- Discussions with teachers and ancillaries

- Reading information

- Writing instructions for pupils

- Reading schemes of work and weekly activity sheets

- Recording pupils' work and activities

- Reading to pupils

- Responding to pupils' questions

- Helping pupils with computer programmes

- Using IT to record information

- Helping pupils to find information on the computer

- Using IT to present your work

COMMUNICATION

INFORMATION TECHNOLOGY