



**Education & Skills**  
*Training & Development*

# ESTD

**Level 3 Teaching  
Assistant &  
Off the Job  
Activities Guide**

# INTRODUCING... REMOTE DELIVERY

*Our Teaching Assistant Apprenticeships are now offered as remote qualifications, featuring 3-4 observations conducted in schools.*

*Apprentices have the opportunity to craft their own learning journeys by choosing from a variety of teaching sessions each month, with times and dates selected by the school and learner for added flexibility!*



**PLEASE CLICK ON THE COURSE TITLES TO VIEW THE FULL  
INFORMATION OF THE APPRENTICESHIP STANDARD.**

# SCHOOL & EDUCATION

## LEVEL 3 TEACHING ASSISTANT

- **Course value:** £7,000
- **Off-the-job time:** 370
- **Remote Delivery:** Online sessions with 3-4 school-based observations.

This qualification provides a thorough understanding of knowledge and competencies essential for engaging with children or young people in various educational settings.

It covers aspects such as classroom support, assessment strategies, bilingual and special needs support, and personal development.

Our teaching assistant apprenticeship offers hands-on learning in classroom environments under experienced educators, fostering essential skills for effective student support.

The structured program ensures comprehensive training in classroom management, student engagement, and teaching strategies, combining theoretical learning with practical experience.

In essence, the Teaching Assistant Apprenticeship offers a dynamic learning experience, equipping individuals with the skills and knowledge for success in education and a positive impact on students' lives.



**Visit our website:** <https://education-and-skills-td.com/>

# OFF-THE-JOB TRAINING EXAMPLES FOR LEVEL 3 TEACHING ASSISTANTS



**Total number of off-the-job training hours to be recorded: 370**

Off-the-job training is defined as learning which is undertaken in addition to regular work duties and leads towards the achievement of the apprenticeship. This training takes place within the apprentice's normal (contracted) working hours. Off-the-job training must be directly relevant to the apprenticeship.

**The key thing to remember is that it must be relevant to the apprenticeship. The learner will be required to document off-the-job training on a weekly basis via their OneFile account.**

The funding rules state that all apprentices claiming funding for their qualification must complete off-the-job training and learning time.

Learners must be given a minimum of three hours per week, protected apprenticeship study time, to complete their written work/studies – this can be recorded as off-the-job training. The remaining hours are recorded through various skills-based activities- some of which are outlined in this document.

# OFF-THE-JOB TRAINING EXAMPLES FOR LEVEL 3 TEACHING ASSISTANTS



A Teaching Assistant (TA) completing the **Level 3 Teaching Assistant Apprenticeship**, can record a variety of off-the-job training activities, provided they contribute to their learning and professional development in line with the apprenticeship standard.

**Below are some examples of activities that could be recorded:**

## **Supporting Teaching and Learning**

- Observing a teacher's lesson and reflecting on different teaching strategies.
- Attending staff training on classroom management or behaviour strategies.
- Learning and applying different questioning techniques to support pupil understanding.

## **Supporting SEND (Special Educational Needs and Disabilities)**

- Attending training on supporting children with autism, ADHD, or other SEND needs.
- Learning about and implementing different differentiation strategies.
- Working with the SENCO to develop Individual Education Plans (IEPs).

## **Safeguarding and Well-being**

- Completing safeguarding training (e.g., Prevent, child protection, online safety).
- Attending a meeting or workshop on mental health and well-being in schools.
- Observing and implementing strategies for de-escalating challenging behaviour.

## **Developing Literacy and Numeracy Support**

- Attending phonics training and applying it in small-group interventions.
- Supporting maths interventions and learning about different calculation methods.
- Researching and implementing new strategies to support reluctant readers.

# OFF-THE-JOB TRAINING EXAMPLES FOR LEVEL 3 TEACHING ASSISTANTS



**Total number of off-the-job training hours to be recorded: 370**

## **Pastoral Support and Pupil Well-being**

- Attending a workshop on supporting children's social and emotional needs.
- Engaging in discussions with pupils to develop their confidence and communication skills.
- Supporting children through breaktime or lunchtime duties and reflecting on behaviour management strategies.

## **Assessment and Feedback**

- Learning how to mark and provide constructive feedback in line with school policy.
- Attending moderation meetings to understand assessment expectations.
- Shadowing a teacher to see how formative assessment informs lesson planning.

## **Wider School Role and Professional Development**

- Attending staff meetings and reflecting on whole-school priorities.
- Shadowing experienced TAs or teachers to learn best practices.
- Completing a research task on an area of professional interest (e.g., learning styles, behaviour management).

## **ICT and Digital Learning**

- Learning how to use interactive whiteboards or other classroom technology.
- Supporting pupils with online learning tools or educational software.
- Completing online CPD modules relevant to the role.

## **School Trips, Events, and Extracurricular Activities**

- Supporting a school trip and reflecting on risk assessments and pupil engagement.
- Assisting with after-school clubs or interventions.
- Helping to organise and run school events (e.g., parents' evening, sports day).

All of these activities contribute to the knowledge, skills, and behaviours required for the Level 3 Teaching Assistant Apprenticeship and can be recorded as off-the-job training



# SCHOOL & EDUCATION

## LEVEL 3 TEACHING ASSISTANT WITH HLTA

- **Duration:** 18 months + 3-month End Point Assessment
- **Course value:** £7,000
- **Off-the-job time:** 370
- **Remote Delivery:** Online sessions with 3-4 school-based observations.
- **Entry Requirements:** Candidates must spend some time working in classrooms that follow the National Curriculum during the training.

ASK US ABOUT  
THE COMMERCIAL  
OPTION FOR THE  
LEVEL 4 HLTA!

Our Level 3 Teaching Assistant with Higher Level Teaching Assistant (HLTA) apprenticeship is the perfect qualification for someone looking to advance their career in education.

Completing this qualification offers numerous benefits. It provides an opportunity to deepen understanding and enhance skills in supporting teaching and learning, equipping individuals with advanced pedagogical knowledge and expertise.

This apprenticeship covers a wide range of topics, including curriculum development, assessment strategies, behaviour management techniques, and differentiated instruction, empowering individuals to effectively assist teachers in delivering high-quality education tailored to diverse student needs.

Additionally, this qualification signifies a commitment to ongoing professional development and excellence in educational practice, fostering confidence and credibility among colleagues, students, and parents alike.

Overall, completing this qualification not only enriches individuals' skills and knowledge but also positions them as valued contributors to the educational community, driving positive outcomes for students and schools alike.



Visit our website: <https://education-and-skills-td.com/>

# OFF-THE-JOB TRAINING EXAMPLES FOR LEVEL 3 TA WITH HLTA



A Teaching Assistant (TA) working towards **Higher Level Teaching Assistant (HLTA) Certificate as part of the Level 3 Teaching Assistant Apprenticeship** can record a variety of off-the-job training activities that support their professional development.

**Below are some examples of activities that could be recorded:**

## **1. Supporting Teaching and Learning**

- Observing a teacher delivering a lesson and reflecting on different teaching strategies.
- Planning and leading a small group or whole-class session under teacher supervision.
- Learning how to differentiate tasks to meet the needs of all learners.

## **2. Developing Higher-Level Classroom Responsibilities**

- Taking responsibility for a planned lesson and receiving feedback from the class teacher.
- Covering a class in the teacher's absence and reflecting on classroom management.
- Supporting subject-specific interventions and reviewing their impact.

## **3. Special Educational Needs and Disabilities (SEND)**

- Attending SEND training, such as supporting pupils with autism, ADHD, or dyslexia.
- Learning how to implement Individual Education Plans (IEPs) or Educational Health Care Plans (EHCPs).
- Working alongside the SENCO to adapt learning resources for SEND pupils.

## **4. Safeguarding and Well-being**

- Completing safeguarding training (e.g., Prevent, child protection, online safety).
- Attending a behaviour management workshop and applying strategies in practice.
- Learning and implementing mental health support techniques for pupils.

## **5. Assessment and Feedback**

- Learning how to mark and provide constructive feedback in line with school policy.
- Attending pupil progress meetings and reflecting on how interventions support achievement.
- Supporting pupils with self-assessment and peer-assessment activities.



# OFF-THE-JOB TRAINING EXAMPLES FOR LEVEL 3 TA WITH HLTA



**Total number of off-the-job training hours to be recorded: 370**

## **6. Leading Small Group and Whole-Class Teaching**

- Planning and delivering a small group phonics, maths, or literacy session.
- Covering a lesson and evaluating personal effectiveness.
- Running an after-school or lunchtime club and reflecting on engagement strategies.

## **7. Professional Development and Leadership**

- Attending staff meetings and reflecting on school-wide initiatives.
- Shadowing experienced HLTAs or teachers to learn best practices.
- Completing a research project on an area of professional interest (e.g., learning styles, behaviour management, metacognition).

## **8. ICT and Digital Learning**

- Learning how to use interactive whiteboards, educational apps, and digital platforms.
- Supporting pupils with online learning tools or assessment software.
- Attending training on using ICT to enhance learning and engagement.

## **9. Pastoral Support and Pupil Development**

- Attending a workshop on emotional literacy or pupil mental health.
- Supporting students with behaviour management techniques and reflecting on outcomes.
- Providing mentoring support for pupils with additional needs.

## **10. School Trips, Events, and Extracurricular Activities**

- Helping organise or supervise a school trip and reflecting on safeguarding and engagement.
- Assisting in planning and running school events such as parents' evening or open days.
- Supporting extracurricular activities, such as breakfast clubs or sports clubs.

Each of these activities contributes to the development of skills required for both the Level 3 Teaching Assistant Apprenticeship and the HLTA role. These off-the-job training hours should be recorded and linked to the apprenticeship learning outcomes.

# SCHOOL & EDUCATION

## LEVEL 3 TEACHING ASSISTANT WITH A FOCUS ON SEN

- **Duration:** 18 months + 3-month End Point Assessment
- **Course value:** £7,000
- **Off-the-job time:** 370
- **Remote Delivery:** Online sessions with 3-4 school-based observations.

We understand that teaching assistants are integral members of educational settings, spanning primary, special, and secondary education, supporting students across all age ranges, including those with special educational needs (SEN) and emotional vulnerabilities. That is why we have introduced a new pathway for the Level 3 Teaching Assistant qualification.

Our apprenticeship will equip individuals with the knowledge, skills, and behaviours to support class teachers in enhancing learning experiences.

In addition to the teaching assistant scheme of work, we will include an additional unit of special educational needs to ensure integration and support for children with diverse learning needs, focusing on cognitive learning, communication, sensory and physical needs, and mental well-being.

Through collaboration and understanding, this qualification will enable individuals to play a vital role in ensuring equitable access to education and support for all students, contributing to their holistic development and fostering inclusive learning environments.



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# OFF-THE-JOB TRAINING EXAMPLES FOR LEVEL 3 TA WITH SEN



**Total number of off-the-job training  
hours to be recorded: 370**

## **5. Safeguarding and Well-being**

- Completing training on safeguarding SEN pupils (e.g., understanding vulnerabilities of non-verbal children).
- Attending workshops on mental health and well-being in SEN pupils.
- Learning how to support pupils with anxiety or sensory overload.
- Understanding and implementing strategies for trauma-informed practice.

## **6. Developing Communication and Social Skills**

- Attending training on speech and language interventions.
- Supporting pupils in structured play and social interaction activities.
- Using role-play scenarios to help pupils develop communication skills.
- Encouraging and modelling turn-taking and active listening strategies.

## **7. Assessment and Progress Tracking for SEN Pupils**

- Learning how to use tools such as Boxall Profiles, SCERTS, or other SEN assessment frameworks.
- Observing how teachers adapt assessment methods for SEN learners.
- Keeping a reflective log on pupil progress and intervention effectiveness.
- Attending progress meetings to review pupil development and set new targets.

## **8. Using ICT and Assistive Technology**

- Training on software designed to support SEN pupils (e.g., Clicker, Widgit, Dragon Dictation).
- Learning how to create and use visual timetables for pupils with communication difficulties.
- Supporting pupils in using digital learning tools to enhance engagement.
- Researching apps or programmes that assist with learning for pupils with dyslexia or processing difficulties.

# OFF-THE-JOB TRAINING EXAMPLES FOR LEVEL 3 TA WITH SEN



**Total number of off-the-job training hours to be recorded: 370**

## **9. Collaboration and Professional Development**

- Attending SEN-specific staff training days.
- Engaging in reflective discussions with the SENCO or class teacher about pupil progress.
- Shadowing speech and language therapists, occupational therapists, or educational psychologists.
- Researching best practices for supporting neurodivergent learners and implementing them in class.

## **10. Extracurricular and Whole-School Support**

- Supporting SEN pupils during school trips, ensuring accessibility and inclusion.
- Assisting with extracurricular activities that promote life skills (e.g., cooking, independent living skills).
- Helping to run sensory-friendly lunchtime clubs.
- Supporting SEN pupils in unstructured times, such as breaktimes, to encourage social interaction.

## **Recording Off-the-Job Training Hours**

Each of these activities contributes to the development of SEN-specific skills required for both the Level 3 Teaching Assistant Apprenticeship and the additional SEN unit. Training should be recorded and linked to key learning outcomes, such as:

### **✓ Gaining new knowledge**

(e.g., attending training, researching strategies).

### **✓ Developing skills**

(e.g., implementing interventions, using assistive technology).

### **✓ Reflecting on practice**

(e.g., observing colleagues, adapting strategies for individual pupils).