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Task : 3 Reflective portfolio

PDP (Personal Development Plan):

The career path I have chosen is a Teaching Assistant role in the school environment. The qualification I have gained for this role through Birmingham City College is a Level 3 in Council for Awards in Care, Health and Education (CACHE) , I have done 2 years of placement at Springfield junior School in Moseley. Throughout my placement, I gained knowledge of the responsibility's required for this role as well as what to expect. During my placement I was working with children aged 6-7 (year 2) and children aged 8 (year 4) children. I accompanied the children on several trips whilst on placement. For example, we visited the Bullring in City Centre to show the children landmark such as the Bull and the new Bullring shopping centre. I had the responsibility of taking care of group of 5 children. For my year 2 group of children I took lead under of certain activities such as teaching phonics under the supervision of the class teacher. Furthermore, for my year 4 children I taught them maths. I supported the children in learning and stay on track to encourage them to become independent learners. I also have supervised children in many occasions at playtimes. I have also gained level 2 in English and a Level 2 in maths at Sparkhill Adult learning centre.

One skill that I have is a positive approach working with children which I have learned through my placement which I did for 2 years. One way I can improve this skill is by building my confidence and being consistent with teaching small groups of children. I have good communication skills to help build rapport with members of staff, pupils and parents. A strength of my communication skill is that I am bilingual and can communicate with parents in my native language. I have gained skills within my 2 years of placement helping the teachers with setting up classroom in the morning for maths and English, I have done one to one reading with children . I also have a creative ability which I developed whilst doing art work and pattern drawing on Christmas hats which the children made for

the nativity play. One of my goal is to achieve and be more confident and independent in my ability to teach small groups of children by doing more training and regularly taking small group of children for one to one teaching. I would need to improve on my knowledge of Safeguarding , and staying up to date with educational policy and training related to the role.

One way I can develop my professional career is by training to improve myself in different fields , such as working with children with disabilities, autism and other issues. Helping children with English as a second language; working with children with high learning abilities and getting to work with pupil with emotional and behavioural difficulties. Professionally developing is generally encouraged , and will be provided and supported usually by completing L2 and L3 in qualifications in supporting teaching and learning. One opportunity for career development is becoming a Higher Level Teaching Assistant , for this you will need at least L4 Certificate in Teaching Assistant , but this will give you the opportunity to develop your skills such as providing essential support and feedback to the teacher. With professional training and support you can increase your salary and responsibility in the classroom setting such as taking the task of teaching, taking objective learning and managing a class. Furthermore being a Higher level Teaching Assistant (HLTA) it will give me the day to day requirements for the role, it will give me the ability to develop my skills in child development and the factors that can influence it. It will give me the opportunity to work with SEN (Special Educational Need). (Giangreco, Doyle and Suter 2014). children and give them extra support they need to reach their goals. Teach lessons to suit a range of different ability and language level. One responsibility of being a HLTA is that you can plan effective learning activities suited for both groups and individuals. With correct training and support I will develop the skills which will provide me with how to deal with challenging behaviour and encourage positive attitudes , behaviour and work progress (Groom and Rose 2005).

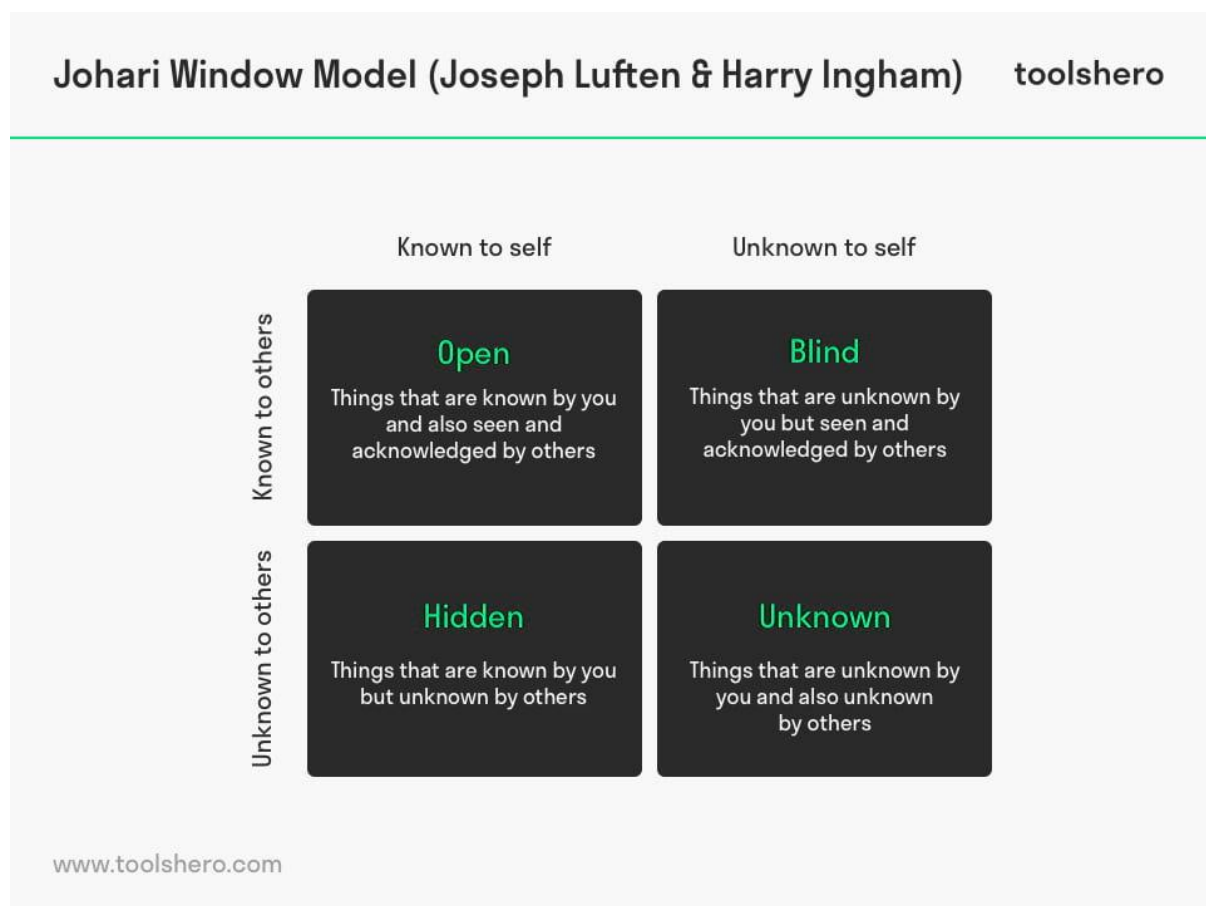
One skill I will need is professional attitude toward the teachers so it can reflect on my work ethics. I need room to improve where teachers and pupil can benefit from my professional development. If and when you can develop key skills in your career it can improve your personal and professional life. There are many areas of improvement in any jobs, setting yourself goals can get you motivated and work with any group that you are part of. You can divide your goals from long term to short term so they can be achievable. The reasons I would like to become a Teaching Assistant is so that I can help children with their development in learning and give back to the community. I would like to create a safe and happy place for pupils to learn and thrive. Working as Teaching Assistant I can assist children in a school environment so that they can make most of the school both academically and personally. As a Teaching Assistant , I can be a guardian and a role model to pupil and be their friend , by offering them a guiding hand when a child is in need of emotional and learning support , giving them the opportunity to flourish.

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This Module I have learned about Personal Development Plan (PDP) a plan very important which develops our work life skills (Morgan 2017). I have gained knowledge of Employers ,how important it is for them to invest and be aware when they employ staff and often have a structure in place of how to provide training and development of their employees. Managers and supervisors roles are very important as well and they need to take personal responsibilities to update their skills and knowledge for work place. You need to set out goals and priorities them , set yourself deadlines when you want to achieve them . In employment you can increase and develop your knowledge and skills, use your support network and you can measure your progress as well . There is no right or wrong answer to your PDP. Meritocracy highlights jobs are allocated based on a person's talents, experiences and achievements rather than social status. This suggests that for a higher paying salary there is more responsibilities and requirements. To attain a higher job you have to look at what

qualifications is required and other steps you need to achieve your goals . You also are required to look into the ups and down of the job , positive and negative aspect of the job also needs to be looked at, you need to know how organisation train and develop its staff

During this module I have learned about self-awareness, our own personality including strength , motivation , weakness , thoughts and beliefs. One concept I have learned is the four level of consciousness. The four level of yourself consciousness is , is not necessary to tell people about yourself personnel life , if you are not comfortable with this then you can express this. In order for a person to better themselves they need to change their perception of themselves, for example by having positive self-awareness (Maslow). Johari window which has been developed by Joseph Luft and Harry Ingham in 1955 looks at the open, hidden , blind and unknown a theory developed to understand their relationship with themselves and others (Johari 1955). There are different learning styles for every individual some people learn by visual learning , Aural , Kinesthetics and some by reading and or writing. (Fleming 1987).



Janse, B. (2020)

I developed my knowledge in how to look for jobs , how to write a CV ,how to structure a CV and how to (USP) use Unique selling Point how the recruitment and selection process works. I have gained basic knowledge of how to conduct a job interview with my lecturer how to attend an interview. Find out as much information as you can about the vacancy. Recruitment is an overall process of selecting the best candidate for the job, for example if you are looking for a secretarial position employees will be looking for how fast you can type, even your handwriting among many

other things. I have learned about what is job versus career means, job is regular employment and a salary it is short term and often does not need special training or skills, getting paid is main goal. Job can be referred to as a dog walker , supermarket cashier . A career refers to an occupation that needs special training lot of skills and education, which needs high level education and lot of training such as teachers , doctors ,musicians and writers money is not the goal it is a lifetime pursuit to help others. There is few steps needed to develop your career process such as discover yourself explore options make decision and take action. To be successful in your career path you have to look at your work and have a strong desire to achieve that goal you have to have the belief that it can be done and have the willingness of the outcome. I have learned about action plan in group work assignments e.g. such as assigning work according to peoples strengths. Furthermore, when we tried to piece the assignment together it was written in different handwriting styles so we had to rewrite again (Gibbs,1988).

Understanding work place rules and regulation how important they are to be in place and what is the purpose of it. Employment laws and regulation monitors the relationship between employers and employees . There are five types of ways legal standards are set and they are common laws, primary legislations: Acts of Parliament ; Secondary Legislation : regulations ; European Laws; and European Conventions on Human Rights 1950; these laws come into play when recruiting , Data protection , discrimination , holiday pay ,minimum wages and many more. (Cole 2020). All workers are protected by Employments Rights Act 1996. For example “where employees are not represented under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply”.

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