1.1 Explain the teaching role and responsibilities in education and training.

The teacher and trainer role should be to teach or train your subject in a way which actively involve and engage the learners in every session.

It’s not just about teaching and training, It’s about the learning that take place as a result.

...What motivate people to learn is the need to make full use of their talent, became creative and achieve full potential....( Abraham Maslow )

The key to be an affective teacher or trainer is planning.
Planning involve a range of activities which include:

- Initial assessment, to clarify if all group is in the same level.

Assessment can be formal by asking questions to confirm knowledge, observing practice to confirm skills and informal by using discussion, quizzes and tasks.

The assess explain what has been learn.

- Planning logically the session and use a clear language on appropriate level

- Preparing material and resources

- Engaging learners in the subject

Information can be to be presented in a variety of format to engage the learners.

Geoff Petty has developed at least 25 ways for teaching to take place without talking, and, we can add as well, the follow methods: teaching by asking, mind - showering, interrogating the text, headings, matching card game.

- Giving feedback
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Learner want to feedback and how they have performed. We can give feedback in formally and real time.

We can use the Geoff Petty's methods "Medal and Mission" that is praise them for the things they have accomplished and encourage them in the area where they need to develop

- Keeping record

Record must be maintain to support teaching, learning, and assessment process, and, provide on audit and supply information to the others.

- Evaluating yourself

Never underestimated the amount of time you will need to dedicate to the role.

We can follow the IQA (internal quality assurance) cycle:

- Identify the product or service - Planning - Activities - Decision and feedback - Evaluation.

Became a good teacher or trainer include be enthusiastic and passionate about the subject, being approachable and taking pride in your work.

Therefore is really important give to the learners a good first impression. This thing can help the teacher or trainer to establish a positive working relationship.

The keys are:

- Be on time = organised
- Wear a professional dress
- Smiling during the session = relax
- Using the learner name make them feel individual
- Act, respond to questions and give a support.

To help the session to be flow smoothly is important to establish routines and ground rules. Example: start and finish on time, setting and keeping to time limits for activities and breaks.

Teacher and trainer need to be and remain professional. Not became too friendly with the learners the teacher and the trainer will retain and maintain respect.
1.2 Summarise key aspects of legislation, regulatory requirements and code of practice relating to own role and responsibilities.

The most important legislation (relates to laws passed by parliament) are:
- Equality Act (2010): all the employee need to be equal by age, gender, race, religion and belief, maternity and pregnancy;
- Data Protection (1998): regulation to protect the information about the individual;
- Health and Safety Work Act (1974): the risk assessment must be undertaken to enable the activity to take place, so as to ensure the safety of those taking part;

The most important regulatory requirement (usually specific to certain industries) are:
- Control of Substance Hazardous of Health (COSHH) (2002) are applied if the organization works with hazardous material;
- Food and Hygiene Regulation (2006) applicable for farming, manufacturing, distribution, retail;

Every organization should have a code of practice that included: behaviour, dress, time keeping and disciplinary.

1.3 Explain ways to promote equality and diversity.

Teachers and trainers need to assure that the treatment for the learners is fairly and equality.

Teachers and trainers cannot judge the learners from age, role, religion or belief and sexual orientations.

Promote equality and diversity should remove discrimination, bullying and harassment behaviour that also considerate equality and diversity issues.

We can promote equality and diversity create and environment where learner are treating fairly and they feel part of a group (Abraham Maslow).

The teachers or trainers need to afford dignity and respect all the learners in the learning process, involve learners in the learning process, support the needs of individual learners or groups, promote equality and diversity of experience, challenge discriminatory behaviour, respect learner confidentiality and don't discriminate.

1.4 Explain why is important to identify and meet individual learners needs.

The learners must be assess as individual and doing this we will became aware of any special learning needs.

Learners who have physical impairments (visual, hearing), learners may be faster for different culture or religions and this may can affect the concentration, learners with the English as second language that required an help from a second person and they need more time to complete the tasks.
The learners have different style to learn.
From Kolb’s work and from Honey and Mumford's model we can find different learning style that we must take in account.

Activist: are those people who learn by doing thing (brainstorming, puzzles, role play)
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Reflector: are those people who learn by observation of activities (collecting data, using questionnaires)
Theorist: are those people to understand the theory behind action (statistic, background information)
Pragmatist: are those people that putting idea into the actions (discussion, problem solving)

2.1 Explain ways to maintain safe and supporting learning environment

We need to provide a safe place, equipment and environment follow the Health and Safety act, have risk assessment and keep a register for a fire safety.

All the learners must feel safe to express their own opinions without fear.

Using pair work, small and whole group activities, one by one we provide connection between the learners and nice safe and supporting environment to share different culture, religions and backgrounds.

Teachers and trainers must be an example for all the learners, the treatment need to be equal. Listening the opinions, supporting the group and show interest are the basic thing to create a safe and supporting environment.

Discrimination and harassment behaviours need to be avoid.

3.1 Explain how the teaching role involves working with other professionals.

Assessment the learners is important to identify them and to know if they have other needs that is not our field.

In same case may have financial, relational and emotional needs and is important to know the another professions and address the learners in the right way.

We can find: financial, careers, counselling, housing, and health and mental service.

Below some step to follow when we work with another professionals:

• Attending team meeting and give our contribution,
• Contacting companies to purchase or hire equipment,
• Communicative with the administrative staff,
• Liaising with an internal and external quality assurer for check your work,
• Liaising with the learning support staff to address individual learners needs,
• Obtain technical support staff when using equipment

Respect the other professions, be polite and collaborate are the main thing for work with the others.

3.2 Explain the boundaries between the teaching role and other professional roles.
Teachers and trainers should be able to work with another professional roles, don't try to take too much or carry out something which is part of someone else role. You will need to find out who these people are at your organisation, it would also be useful to understand a little about their job role, so you can be aware to don’t cross the line of your job and how you can support them.

It also important know that the social networks as: Facebook, Twitter, are boundaries and is can be easy crossed.

3.3 Describe points of referral to meet the individual needs of the learners.

Learner can be identified at enrolment and initial assessment and additional learning support can be arranged with the relevant department within the organisation.

Teachers and trainers have a duty of care towards the learners attending training. If the learners have a problem to share but is not in the teachers or trainer field, then would be pass the learner member onto the relevant internal or external service.

There are many external service as: financial staff, careers department, human resources staff, housing, health and safety office, internal and external quality assurance, learning support staff, other teachers and trainers, support workers, union staff, caretakers.

If the problem involve the training, teachers or trainers being delivered additional support to try to resolved the problem.

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