**Level 2 Certificate –Supporting teaching and learning in schools-Unit 4- Help improve own and team practice in schools**

**Outcome 1- Reflect on own practice**

1.1 take note of children and young people’s responses to own practice

1.2 ask for constructive feedback on own practice from colleagues

1.3 take note of responses to own practice from **others**

**Outcome 3- Understand the work of the team**

3.1 describe why team work is important in schools

3.2 describe the purpose and objectives of the team in which they work

3.4 describe the importance of respecting the skills and expertise of other practitioners.

**Outcome 4- Support the work of the team**

4.1 support the purpose and objectives of the team

4.2 carry out own role and responsibilities within the team

4.3 communicate clearly with team members and others, making sure they have the information they need

4.4 interact with others in a way that supports good team work

4.5 identify and suggest ways in which the team could improve its work, challenging existing

practice where necessary

4.6 respond to differences of opinion and conflict constructively

4.7 seek advice and support from relevant people when needed.

**Keep a diary for one week describing your working in a team with others.**

* Detail the main aims of the teamwork you are doing. Describe why teamwork is important in schools.
* Describe the ways you have communicated with other members in your team both positively and negatively and describe how communication differences and misunderstandings could have been resolved.
* Include aspects of your daily responsibilities. Reflect on the responses of the children and young people you have been supporting.
* Talk about who you have asked advice from and for what reasons. Describe why it is important to respect the skills and expertise of others. Use examples from experience.
* Reflect and describe ways in which your work with other staff could be improved.

**Outcome 2- Improve own practice**

2.4 take part in continuing professional development that is relevant to own goals and

Targets

**Include a copy of your appraisal/CPD with your line manager**