



CERTIFICATE SUPPLEMENT (*)



1. TITLE OF THE CERTIFICATE (EN)

School Assistant

2. TRANSLATED TITLE OF THE CERTIFICATE (IS)

Skólaliði

This translation has no legal status

3. PROFILE OF KNOWLEDGE AND SKILLS

The holder

- assists pupils, e.g. during recess, in the school canteen and changing rooms. Monitors the halls and the playground
- is important as a role model, is able to interpret situations and act accordingly at all times
- helps children appreciate their surroundings as well as express themselves and listen to others. Contributes to the welfare and wellbeing of children in their daily routine
- is able to understand individual circumstances and look after children with different needs
- assists pupils with their clothing and looks after their belongings
- has good communication skills, is caring and able to have constructive communication with children, colleagues, relatives and custodians
- is responsible for the cleaning and availability of adequate cleaning materials
- is able to work independently and prioritise projects
- shows moral consciousness and discretion in his work
- knows the law and regulations applicable to his job and complies with them in his daily routine
- works according to quality standards/quality manual, is familiar with health and safety in the workplace and is able to give first aid if accidents or mishaps occur
- is able to adapt innovations in his job and is aware of how important it is.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

School assistants and hall monitors work in primary schools. Their tasks include teaching them how to behave and looking after the welfare and wellbeing of the pupils. School assistants communicate with children, parents, teachers and managers and interact with all professionals within the school. School assistants look after the pupils and give them guidance either in the presence of teachers or not. They assist the teachers with their jobs and tend to pupils both indoors and outside. They assist teachers during pupils' field trips, attend to pupils with special needs and invigilate at exam time. School assistants assist in the school kitchen and help pupils during lunch hours. They attend to the different needs of pupils, monitor the corridors and the playgrounds and are available for the pupils in the changing rooms. School assistants are responsible for the daily cleaning of the school premises according to the school rules. They are responsible for the cleaning utensils and availability of the right cleaning materials and tools.

(*) Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons Undergoing training, volunteers, teachers and trainers. More information on transparency is available at: www.cedefop.eu.int/transparency

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5. OFFICIAL BASIS OF THE CERTIFICATE

<p>Name and status of the body awarding the certificate An Icelandic upper secondary school operating on the basis of the Upper Secondary School Act and the National Curriculum for Upper Secondary Schools, issued by the Minister of Education, Science and Culture.</p>	<p>Name and position of governing body or region that looks after certifying or confirming the certificate The Ministry of Education, Science and Culture</p>
<p>Level of the certificate (national or international) Upper secondary school level Isced 3 Icelandic Qualifications Framework (ISQF) Level 1 – EQF Level 2</p>	<p>Grading scale / Pass requirements 1-10 Passing grade 5.</p>
<p>Access to next level of education/training Additional studies for matriculation.</p>	<p>International agreements</p>
<p>Legal basis The Upper Secondary School Act no. 92/2008.</p>	

6. FRAMEWORK AND ORGANISATION OF TRAINING

<p>The average duration of the education and training programme is two school terms, including three weeks on-the-job training in a primary school.</p> <p>Entry requirements Primary school graduation certificate</p> <p>Additional information Further information may be found on http://eng.menntamalaraduneyti.is</p> <p>National reference point The Ministry of Education, Science and Culture, http://eng.menntamalaraduneyti.is</p>
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