

## Overview

Who is this unit for?

This unit is for those with responsibility for preparing and maintaining environments to support teaching and learning.

What is this unit about?

This unit is about ensuring that learning environments, learning resources and materials are available and ready for use when needed. It involves setting out the learning environment and preparing materials for planned learning activities as well as helping to maintain the learning environment and resources during and between lessons.

This unit contains three elements

1. Prepare the learning environment
2. Prepare learning materials for use
3. Monitor and maintain the learning environment and resources

## Performance criteria

### *You must be able to:*

Prepare the learning environment

P1 assist in establishing the most effective and safe layout of the learning environment for the age range and any special needs of the pupils and planned use

P2 recognise potential hazards in the learning environment and deal with these promptly, according to the school's procedures

P3 check the availability and location of safety equipment in the learning environment

P4 promptly report any concerns about the availability or condition of safety equipment to both your line manager and the designated health and safety officer

P5 set out learning resources so that pupils are able to participate safely and effectively in the planned activities

P6 have the learning environment ready for use when needed

Prepare learning materials for use

P7 confirm the type and quantity of materials needed

P8 follow relevant manufacturers' instructions and health and safety requirements when preparing materials for use

P9 prepare materials of the quality and quantity required

P10 take steps to keep any wastage of materials to a minimum

P11 set out sufficient materials for use in line with the planned activities P12 report shortages in materials promptly and accurately to the relevant person to deal with them

P13 have all materials ready for use when needed

Monitor and maintain the learning environment and resources

P14 where possible, adjust lighting, ventilation and heating to ensure the comfort of pupils and adults and to comply with health and safety requirements

P15 monitor and adapt the physical environment as needed to: P15.1 maintain the safety of pupils and adults

P15.2 make the best use of the space available for activities P15.3 ensure access and ease of movement for all

P16 help pupils to select learning resources and materials relevant to their learning tasks and to use these safely and correctly

P17 encourage pupils to return equipment and materials to the appropriate place after use

P18 follow agreed procedures for reporting deficiencies, damage and

shortfalls in stocks of equipment and materials

## Knowledge and understanding

### *You need to know and understand:*

K1 your role and responsibility for preparing the learning environment K2 the roles and responsibilities of others within the school in respect of establishing and maintaining learning environments

K3 the principles and practices of inclusive education and the implications of these for setting out learning environments

K4 the school's health and safety policy

K5 who within the school is responsible for health and safety and the procedures for reporting concerns or problems

K6 basic knowledge of pupils' physical development and any additional support needs and the importance of taking account of these when considering safety arrangements and positioning furniture, equipment and materials

K7 the need of all pupils to explore their environment in safety and security K8 the school requirements and any other guidance for health, hygiene, safety and supervision in the setting, including access to premises, store rooms and storage areas

K9 any health and safety requirements for the materials used in the learning environment or to prepare learning materials. e.g. COSHH requirements

K10 how to dispose of waste materials safely and with due regard to recycling opportunities and sustainable development

K11 how environmental factors (temperature, light, etc.) may affect the learning process and how they should be adjusted for different activities

K12 how the environment would need to be adapted for pupils with sensory and/or physical impairments

K13 how to encourage pupils to accept responsibility for the safe use and care of equipment and materials in the learning environment

K14 who to report deficiencies, damage or shortfalls in equipment and materials to and the procedures for doing this

## Glossary

### Learning environment

any area inside or outside of the school setting which is used for teaching and learning. Learning environments may be general teaching areas such as classrooms or the school hall; specialist teaching areas such as those set up for science, art, food technology or PE; or outside areas such as the playground, games field or wildlife/nature areas. Learning environments would also apply to field studies, cultural visits, extended hours provision and study support arrangements

### Learning resources

materials, equipment (including ICT), software, books and other written materials (e.g. handouts, worksheets), DVDs, etc. that are required to support teaching and learning

### Materials

the written materials and consumables needed for the learning activity, including general classroom items such as pencils, rulers and paper; curriculum-specific materials such as paints, science materials or cooking ingredients; and written materials such as handouts and worksheets

### Safety equipment

the equipment required by legislation and/or the school for ensuring the safety of pupils and adults in the learning environment, including a fully equipped first aid box; equipment to protect children and adults from accidents, e.g. circuit breaker, cable guards, landing mats for PE, safety goggles for science activities; and equipment for use in an emergency, e.g. fire extinguishers, fire blanket, emergency alarms and emergency exits

## Links to other NOS

TDASTL3 Help to keep children safe

TDASTL7 Support the use of information and communication technology to support teaching and learning

TDASTL8 Use information and communication technology to support pupils' learning

TDASTL28 Support teaching and learning in a curriculum area

TDASTL56 Monitor and maintain curriculum resources

Prepare and maintain the learning environment

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**Suite** Supporting Teaching and Learning in Schools

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