

ABSTRACT

The present Bachelor thesis deals with the analysis and identification of the training needs of the teaching assistants at elementary schools in the territory of the municipality with extended powers (MEP) Otrokovice. The purpose of the Bachelor thesis is to identify the training needs of the teaching assistants working at primary schools in MEP Otrokovice.

The theoretical section defines the starting points associated with the training in an organization, the training need analysis, the term “teaching assistant”, its legislative support and job duties. The empirical section uses content analysis of documents and a survey to examine the training needs of teaching assistants in the selected territory. The result of the survey is the identification of teaching assistants’ training needs in the municipality with extended powers Otrokovice. The content analysis of documents provided information about the activities required as job duties from employees by head teachers. Such specific activities formed the basis for a survey whose respondents included teaching assistants working at primary schools in the municipality with extended powers Otrokovice and the head teachers. The survey allowed for the identification of the areas in which the teaching assistants felt the training need. Their requirements for training were then compared with the employee training needs as perceived by their head teachers. The conclusions of the survey were presented to the head teachers and the competent educational authorities. They were also included in the agenda of the Head Teacher Meeting and of the Working Group dedicated to inclusion within the Local Action Plan I. The head teachers and representatives of the educational authority were also provided with the recommendations for the continuing training of the teaching assistants.

KEYWORDS

Employee training and development, training need, training need analysis, teaching assistant, teaching assistant’s job duties.