

New HLTA – Development and Assessment Route 2023

This programme prepares candidates to be assessed against the national HLTA standards, leading to the award of HLTA status. It is intended for teaching assistants who wish to further develop their teaching skills before being assessed for HLTA status.

Course structure

To support candidates in gaining HLTA status and developing outstanding practice, the course provides both preparation for statutory assessment and development sessions for a deeper understanding of the role of an HLTA. Candidates will attend four full face-to-face days and 7 twilight sessions over the duration of two terms. The four full days will focus on preparing candidates for assessment and how to present evidence to meet the national HLTA standards. Our additional twilight sessions, designed to provide a further development element for aspiring HLTAs, will focus on areas such as behaviour management, the theory behind education, metacognition, curriculum and ICT.

What do candidates have to do?

To support the development of candidates' ability to teach whole classes, candidates will need to have the opportunity to teach each week in their own school during the course. As part of the assessment process, candidates will have to provide a portfolio of evidence to show that they meet the HLTA standards and will be assessed in school by an independent assessor.

Course Fees

The cost of this course is £1100. The fees include the cost of the face-to-face assessment preparation days, twilight development sessions and registration and assessment fees. Options are available for delegates to part or self-fund.

Entry qualifications for candidates

Prior to starting the course, it is essential that candidates have a Level 2 qualification in both English and maths. Examples of Level 2 qualifications that are acceptable include: GCSE Grades A*-C; Adult Literacy or Numeracy. **We will need to see original certificates for both qualifications.**

Headteacher and Mentor Support

In supporting a candidate's application for this course, headteachers will be asked to confirm that they have the ability to achieve the HLTA standards within the duration of the course. The standards can be found on the HLTA National Assessment Partnership website at www.hlta.org.uk.

It is important that candidates have the facility to practice and develop their skills. It is imperative therefore that they have a timetabled commitment to teach a class for approximately half day per week for the duration of the course. During the first term, there is an expectation that the class teacher supports the candidate in the classroom. The candidate's school must be willing to allocate an in-school mentor to support their development (this could be the teacher of the class they are working in). The mentor must be an experienced and capable teacher – someone who is able to support the candidate's pedagogical development effectively throughout the course.

Example of Key Dates:

Dates	2021	Time
12 January 2023	Twilight 1	4.00pm – 5.30pm
19 January 2023	Full Day 1 ~	9.30 am– 3.00pm
26 January 2023	Twilight 2	4.00pm – 5.30pm
02 February 2023	Twilight 3	4.00pm – 5.30pm
23 February 2023	Full Day 2	9.30 am– 3.00pm
09 March 2023	Twilight 4	4.00pm – 5.30pm
23 March 2023	Full Day 3 ~	9.30 am– 3.00pm
27 April 2023	Twilight 5	4.00pm – 5.30pm
4 May 2023	Twilight 6	4.00pm – 5.30pm
25 May 2023	Full Day 4 ~	9.30 am– 3.00pm
8 June 2023	Twilight 7	4.00pm – 5.30pm

In school assessment window is expected to be between 30th June – 21st Sept (tbc)

~ Please note that in line with HLTA North stipulations, attendance at the full day sessions is mandatory. All sessions will be held in the Alliance Meeting room at Brompton-on-Swale Primary school unless current Covid guidance requires otherwise.

What is the format of the assessment?

The assessment comprises a half-day visit to the candidate's school by an HLTA assessor. During the assessment visit, the assessor speaks to the candidate, to colleagues and to the headteacher (or another member of the leadership team). The assessor spends time looking at the portfolio of evidence and the visit normally takes place about 2-3 weeks after the final day of the course.

Who validates the award?

HLTA status is accredited by the HTLA National Assessment Partnership. This body awards nationally recognised HLTA status. This course is accredited via "HLTA North of England". Further details can be found on the Partnership website at www.hlta.org.uk

How to Apply

Please email application form to Margaret Thompson (Swaledale Alliance Manager) mthompson@swaledalealliance.org to secure your place. Tel: 01748 818195.

Date	Session focus	Led by	Notes and gap tasks:
TW1 12 January 2023	Intro and registration Course content outlined	LR / CL	MT to support
Full Day 1 19 January 2023	HLTA prep DAY 1 What makes a good HLTA? Standards 1-16	LR / CL	Task A – plan, with a teacher, a lesson where you are supporting an individual pupil or small group
TW2 26 January 2023	<i>Individual pupil support – feedback re task A</i> Focus – supporting and advancing learning in the classroom with individuals/small groups (stds 29, 30)	tbc	Task B – think about a group activity that you have been involved in – make notes and be prepared to discuss and link to HLTA stds
TW3 02 February 2023	<i>Group support – feedback re task B</i> Focus – interest and motivate learners in the classroom (stds 19-21) Behaviour management (std 26) Using ICT to advance learning (std 28)	tbc	Task C – write up task A/B as task 1 or 2 and be ready to discuss/share this at day 2
Full Day 2 23 February 2023	Development day <i>Tasks in detail – discuss Task C</i> Support/tutoring re writing up tasks for the file Standards 17 - 33	LR / CL	Task D – stds 10, 17, 18 – thinking about your area of expertise write some notes to discuss at the next session
TW4 09 March 2023	<i>Discuss Task D std 10, 17, 18</i> Focus - Assessment and feedback to teachers (Std 22 – 25) How do you know learning is taking place? (Std 31 and 33)	tbc	Task E – start to gather evidence so we can look at this together at next session
Full Day 3 23 March 2023	HLTA prep day 2 <i>Come with evidence (Task E)</i> Exemplar portfolio to examine Planning and teaching – key principles Systems for annotation, organisation etc	LR / CL	Complete tasks and gather evidence for the file
TW5 27 April 2023	Metacognition	tbc	Task F – think about evidence for SEND (std 15) for next session
TW6 4 May 2023	SEND and the Code of Practice (Std 15)		
Full Day 4 25 May 2023	HLTA prep day 3 The assessment process Focus on F9/10 tracking grid	LR/CL	Bring file – tasks 1-8 should be (almost) complete and evidenced
TW7 8 June 2023	Support for portfolio completion Preparation for assessment	LR / CL	

Twilight Sessions are 4 – 5.30pm
Full Day Sessions are 9.30am – 3pm

HLTA Development and Assessment Timetable 2023

- TW sessions 1-6 focus on developing areas of your practice with reference to the standards.
- The 4 full days and TW 7 are for developing your knowledge and understanding of the HLTA standards and for supporting you in working on your assessment files – please bring to all these sessions.