

## Higher Level Teaching Assistant Status with PEP:mk Application for online HLTA preparation for assessment

Applications must be received by PEP:mk 10 working days before the start of the course. If this deadline is not met the application may not be processed. Find out more online: [www.peomk.org.uk/hlta-status](http://www.peomk.org.uk/hlta-status)

<b>Section one: Candidate details</b>	
<b>Full name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	

### **Section Two: School details**

<b>School name and DFE number</b>	
<b>Address</b>	
<b>Teaching School Hub</b> (if appropriate)	
<b>Local Authority</b> (if appropriate)	
<b>Telephone number</b>	
<b>Email address</b>	
<b>School phase e.g Primary, secondary, SEN</b>	
<b>Head Teacher name</b>	

### **Section Three: Qualifications**

<p><b>IMPORTANT:</b> All HLTA applicants must have, <b>and be able to provide evidence</b> of, level 2 equivalent qualifications (e.g., GCSE A*-C, level 4-9 from 2017) in <b>both maths and English</b>. For any qualifications gained overseas it is a requirement that these are accompanied by a letter of UK comparability from UK Naric to determine the standard of qualification, and for us to be able to establish whether they can be accepted for HLTA purposes. Original certificates should be seen by the head teacher and copies annotated, signed and dated with the following statement by the head: I confirm that I have seen the original copy of this certificate for the candidate named in this application. Copies of certificates/letters should be scanned and emailed to: <a href="mailto:Victoria.lacy-wills@st-pauls.org.uk">Victoria.lacy-wills@st-pauls.org.uk</a></p>	
Please indicate your qualifications below:	
<b>Literacy / English</b>	
<b>Numeracy / Numeracy</b>	

**Section Four: Criteria for submission of application**

HLTA preparation and assessment is for candidates who are already working against HLTA standards. Candidates will normally have at least one year's experience working at HLTA level, including contributing to planning/preparation of teaching across 1:1, group and whole classes.

**Completion and signature of this form confirms you have recent experience of working in line with the standards, including whole class teaching.**

**Section Five: Candidate supporting statement**

*In no more than 300 words please describe your current role in school and confirm that you have experience of taking 1:1, group, and whole class teaching. **NB** This application is for HLTA assessment, not for a training programme. Candidates will undertake a series of online sessions as preparation for final assessment.*

**Section Six: Headteacher's supporting statement Note: This section could be completed by a line manager or senior member of staff. However, the head teacher needs to sign to support the application.**

*Please confirm the candidate is already working against the HLTA standards (**Appendix 1**) and is competent in teaching 1:1, group and whole class lessons. Examples of these will be required for final assessment. Candidates should have contributed to planning these lessons and, for whole classes, should have taken the class with no teacher present.*

***Please also annotate, sign and date the Level 2 equivalent certificates in Literacy and Numeracy. This application is for HLTA assessment, not for a training programme. Candidates will undertake a series of online sessions as preparation for final assessment.***

**By signing the form, you give your consent that the information provided is to be shared only within the HLTA national assessment partnership for course administration. The contact details given will be used for the assessor to contact the school and to contact you about relevant HLTA events. The personal details of yourself or the candidate will not be used for marketing any purposes. If you have any queries about this please contact the HLTA team at Strictly Education 4S on: [HLTA@strictlyeducation4s.co.uk](mailto:HLTA@strictlyeducation4s.co.uk) or 01306 320120**

Head Teacher confirmation

<b>Signature</b>	
<b>Date</b>	

**Section Seven: Funding arrangements**

<p>Funding arrangements.</p> <p><b><i>Please note all fee are non-refundable.</i></b></p>	<p>Payment will be as follows:</p> <p>Partnership Schools - <b>£660</b> broken down as follows: <b>£210.00</b> for preparation and <b>£450</b> (VAT exempt) for assessment.</p> <p>Non-Partnership Schools - <b>£760</b> broken down as follows: <b>£310.00</b> for preparation and <b>£450</b> (VAT exempt) for assessment.</p> <p><b><i>Withdrawal from the programme must be confirmed 7 working days in writing, prior to the start date, otherwise a 50% cancellation fee will be incurred.</i></b></p>
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**School funded – PLEASE DO NOT SEND PAYMENT.** The school will be invoiced once the application has been processed & been approved. *Please provide the contact details for invoicing, including name and contact details (telephone number and email address) of person authorising payment on behalf of the school.*

<b>School</b>	
<b>Post Code</b>	
<b>Finance contact name and number</b>	
<b>Email</b>	
<b>Approved by</b>	
<b>Signed</b>	
<b>Position</b>	

By completing and submitting this application you are agreeing that an electronic record will be created using the supplied information and you give your consent for this information to be shared only within the HLTA national assessment partnership for course administration purposes. The contact details given will be used for your assessor to contact your school and to invite to you HLTA events. Your personal details will not be used for marketing purposes. If you have any queries about this please contact the HLTA team at Strictly Education 4S on: [HLTA@strictlyeducation4s.co.uk](mailto:HLTA@strictlyeducation4s.co.uk) or 01306 320120

<b>Date</b>	
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**Please email the application with scanned certificates to [Victoria.lacy-wills@st-pauls.org.uk](mailto:Victoria.lacy-wills@st-pauls.org.uk)**

## Higher Level Teaching Assistant Status with PEP:mk Application for online HLTA preparation for assessment

**APPENDIX 1** - Candidates should read the following list of HLTA standards which are requirements for application on to a cohort for HLTA preparation and assessment. All applications are received on the assumption that the candidate is already working at HLTA level and successfully leading 1:1, group and whole class teaching.

<b>1 – have high expectations of children and young people with a commitment to helping them fulfil their potential</b>	<b>2 – establish fair, respectful, trusting, supportive and constructive relationships with children and young people</b>	<b>3 - demonstrate the positive values, attitudes and behaviour they expect from children and young people</b>
<b>4 - communicate effectively and sensitively with children, young people, colleagues, parents and carers</b>	<b>5 - recognise and respect the contribution that parents and carers can make to the development and well-being of children and young people</b>	<b>6 - demonstrate a commitment to collaborative and cooperative working with colleagues</b>
<b>7 - improve their own knowledge and practice including responding to advice and feedback</b>	<b>8 - understand the key factors that affect children and young people’s learning and progress</b>	<b>9 - know how to contribute to effective personalised provision by taking practical account of diversity</b>
<b>10 - have sufficient understanding of their area(s) of expertise to support the development, learning and progress of children and young people</b>	<b>11 - have achieved a nationally recognised qualification at level 2 or above in English/literacy and Mathematics/numeracy</b>	<b>12 - know how to use ICT to support their professional activities</b>
<b>13 - know how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support</b>	<b>14 - understand the objectives, content and intended outcomes for the learning activities in which they are involved</b>	<b>15 - know how to support learners in accessing the curriculum in accordance with the special educational needs (SEN) code of practice and disabilities legislation</b>
<b>16 - know how other frameworks, that support the development and well-being of children and young people, impact upon their practice</b>	<b>17 - use their area(s) of expertise to contribute to the planning and preparation of learning activities</b>	<b>18 - use their area(s) of expertise to plan their role in learning activities</b>
<b>19 - devise clearly structured activities that interest and motivate learners and advance their learning</b>	<b>20 - plan how they will support the inclusion of the children and young people in the learning activities</b>	<b>21 - contribute to the selection and preparation of resources suitable for children and young people’s interests and abilities</b>
<b>22 - monitor learners’ responses to activities and modify the approach accordingly</b>	<b>23 - monitor learners’ progress in order to provide focussed support and feedback</b>	<b>24 - support the evaluation of learners’ progress using a range of assessment techniques</b>
<b>25 - contribute to maintaining and analysing records of learners’ progress</b>	<b>26 - use effective strategies to promote positive behaviour</b>	<b>27 - recognise and respond appropriately to situations that challenge equality of opportunity</b>
<b>28 - use their ICT skills to advance learning</b>	<b>29 - advance learning when working with individuals</b>	<b>30 - advance learning when working with small groups</b>
<b>31 - advance learning when working with whole classes without the presence of the assigned teacher</b>	<b>32 - organise and manage learning activities in ways which keep learners safe</b>	<b>33 - direct the work, where relevant, of other adults in supporting learning</b>

For the candidate to complete:

<b>Sign</b>	
<b>Date</b>	