

# Higher Level Teaching Assistant (HLTA) preparation

## What to expect from your HLTA preparation and assessment

### Requirements for HLTA applicants

- › Experience of being involved with planning (not necessarily carrying out the planning) and delivering 1:1, group and whole class learning activities leading to progress.
- › All applicants must have, and be able to provide evidence of, level 2 (equivalent to GCSE A\*-C grade qualifications) in both Mathematics and English.

### What to expect during HLTA 3 day preparation – candidates will:

- › Gain an understanding of the process of HLTA status and the overall experience
- › Gain an understanding of all of the 33 HLTA national standards
- › Be guided on how to complete the written assignment tasks
- › Be provided with information on how to gather evidence and how this needs to be presented
- › Be prepared for the half day school visit by the assessor

### HLTA half day assessment

Upon completion of three day preparation candidates will have to complete a series of written documents, and provide supplementary documentary evidence. An assessor comes into the school for half a day to meet with the candidate, nominated teacher and head teacher to conduct a series of interviews to ensure there is enough evidence to show the candidate has met all 33 HLTA standards.

There are **no classroom observations**.

### When will your assessment take place?

Assessments are likely to take place 6 – 9 working weeks following the completion of your day 3. The exact date is dependent on the availability of your assigned assessor.

### How long will you have to complete your written assignments and put together your evidence portfolio?

Once you have completed the final day of your HLTA 3 day preparation you will be given 4 working weeks (20 days) to complete and submit your written tasks. Your supporting portfolio of evidence is kept in school and will be looked at when your assessor comes into school to complete your assessment.

### How does the certification process work?

All assessment judgements are subject to moderation of assessor processes and practice. Notification of outcomes are usually sent out to candidates 6 – 8 working weeks following assessment. A copy of the outcome letter is also sent to the head teacher.