

## Higher Level Teaching Assistant Status Application Form, 2019/2020 PEP:mk

**Applications must be received by PEP:mk 10 working days before the start of the course. If this deadline is not met the application will not be processed.**

Three Day Preparation and half-day assessment provided by PEP:mk

### Section One: Personal Details

Full Name		Address	
Mr/Miss/Mrs			
Telephone		Email	

### Section Two: School Details

School Name & DfE number		Headteacher's name	
School Address		School telephone number	
Phase/type <i>Please note that applicants must be working in school settings working where children are not below 3yrs or adults above 19yrs.</i>	<input type="checkbox"/> infant <input type="checkbox"/> junior <input type="checkbox"/> primary <input type="checkbox"/> secondary <input type="checkbox"/> special/PRU <input type="checkbox"/> independent	School email	
		Local Authority	

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 [Victoria.lacy-wills@st-pauls.org.uk](mailto:Victoria.lacy-wills@st-pauls.org.uk)

### Section Three: Experience and qualifications

Please state length of service in school/s	<input type="checkbox"/> under 1 year (....months) <input type="checkbox"/> 3- 5 years <input type="checkbox"/> 1-2 years <input type="checkbox"/> more than 6 years	
Please indicate which 'stand-alone' qualification you hold at Level 2 in English and Mathematics <i>Qualifications which have elements of English and Mathematics as part of the whole are not acceptable.</i>  <i>For further information please access the HLTA National Assessment Partnership website <a href="http://www.hlta.org.uk">www.hlta.org.uk</a></i>	English/Literacy <input type="checkbox"/> 'O' Level Grade..... <input type="checkbox"/> CSE Grade One (other grades not acceptable) <input type="checkbox"/> GCSE A* - C only <input type="checkbox"/> Adult Level 2 Pass <input type="checkbox"/> Other Please specify..... <input type="checkbox"/> Qualification gained overseas ( <b>Please note that equivalence should be checked via UK NARIC</b> )	Mathematics/Numeracy <input type="checkbox"/> 'O' Level Grade..... <input type="checkbox"/> CSE Grade One (other grades not acceptable) <input type="checkbox"/> GCSE A* - C only <input type="checkbox"/> Adult Level 2 Pass <input type="checkbox"/> Other Please specify..... <input type="checkbox"/> Qualification gained overseas ( <b>Please note that equivalence should be checked via UK NARIC</b> )
<p>You are required to staple photocopies of your certificates to this application form. These must be verified (signed and dated) by your line manager or Headteacher. <b>Applicants CANNOT attend a course unless they can provide evidence of qualifications.</b></p> <p><b>Please note that your original certificates must be taken to Day 1 of the course</b></p>		

### Section Four: Opportunities to demonstrate the HLTA Standards

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An indication of 'Yes' means you have some experience / understanding of the standard within the last 12 months. Where there is a 'No' indication you will need to discuss with the school how you can gain opportunities to evidence these standards. **All standards must be evidence before the school based assessment can take place.**

In your current role, do you....	Yes	No
<b>Professional attributes (standards 1 – 7)</b>		
1. show you have high expectations of children's learning and behaviour?		
2. build effective and supportive relationships with children?		
3. act as a role model for positive values, attitudes and behaviours?		
4. communicate with a range of different people (including children) and in different ways?		
5. show that you recognise (directly or indirectly) the contribution that parents make to the development and wellbeing of children?		
6. work collaboratively with colleagues and other professionals?		
7. take steps to improve your own knowledge and practice?		
<b>Professional knowledge and understanding (standards 8 – 16)</b>		
8. understand some of the different factors that affect how children learn (e.g. emotional, physical, cultural, social or domestic)?		
9. use your knowledge of the children you work with to plan personalised provision to support their learning?		
10. have an area of expertise – an aspect of your role for which you have developed knowledge used to support learning?		
11. See Section Three		
12. use ICT in your role but not directly with children (e.g. internet, database, Microsoft Word for planning, email communication etc.)?		
13. have some knowledge of a curriculum related 'framework' (e.g. National Curriculum, QCA schemes, ASDAN, Primary Frameworks)?		
14. know about the learning objectives, content and intended outcomes for the activities you support?		
15. know about how your school works in line with the SEN Code of Practice as well as Disabilities Legislation?		
16. have some knowledge of a framework related to the wellbeing and protection of children (e.g. child protection, health and safety, race equality, etc.)?		
<b>Professional Skills. Planning &amp; Expectations (standards 17 – 21)</b>		
17. contribute to teachers' planning in an informed way (e.g. make suggestions, etc.)?		
18. have opportunity to plan your own role or make decisions about an activity?		
19. have strategies to ensure that learners will be included in the learning activity?		
20. plan, in advance, how individuals will be included in the learning activity?		
21. have opportunity to select, prepare or create resources suitable for the learning activity or that support learners?		
<b>Professional Skills. Monitoring &amp; Assessment (standards 22 – 25)</b>		
22. recognise when an activity should be adapted as a result of an identified misconception of other issues?		
23. monitor learners' responses and give them personal feedback that will move their learning on?		
24. have experience of a range of different assessment techniques, informal and formal?		
25. keep your own records of learner progress and access records in order to analyse?		
<b>Professional Skills. Teaching &amp; Learning Activities (standards 26 – 33)</b>		
26. have a range of different strategies to manage children's behaviour?		
27. have examples of times when you have recognised situations that challenge equal opportunity, and responded accordingly?		
28. use ICT directly with learners (e.g. interactive whiteboard, learning programmes, ICT equipment, etc.)?		
29. have examples of times when you have taught an individual and had an impact on their learning or development?		
30. have examples of times when you have taught a small group and had an impact on their learning or development?		
31. have examples of times (at least 2) when you have taught a class normally taught by a teacher (but where the teacher was not present) and had an impact on their collective learning or development?		
32. have examples of where you have had regard for the safety of learners?		
33. have the opportunity to give instructions to other colleagues involved with supporting learning?		

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9.6.20, 10.6.20 and 7.7.20

Oldbrook First School,  
Illingworth Place,  
Oldbrook,  
Milton Keynes,  
MK6 2NH

***Please note: approval on the programme is dependent on the number of spaces that are available on the course at the point of receiving your completed application, maths and English level 2 certificate copies.***

***PLEASE NOTE*** This application is for HLTA assessment, this is not for a training programme but a 3 day assessment workshop leading to a half day school based assessment. For further information please contact: [Victoria.lacy-wills@st-pauls.org.uk](mailto:Victoria.lacy-wills@st-pauls.org.uk)

### Section Six: Supporting statement – describe your suitability for HLTA and your current job role in your school

In no more than 500 words, please summarise your suitability for HLTA Status stating whether you have had opportunities to teach in a 1:1, group or whole class setting where you were responsible for teaching & learning. (If you don't have examples of all of these you will need to have gained opportunity and experience before you can be assessed).

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### Section Seven: Headteacher's contribution *Note: This section could be completed by a line manager or senior member of staff. However, the head teacher needs to be aware and ultimately support the application.*

In no more than 200 words, please confirm your reasons for supporting this application.

*For self-funded candidates please provide an additional HT statement confirming the school is fully supporting the candidate to evidence all the HLTA standards and, if possible, a rationale indicating why the candidate is self-funding e.g. the school has insufficient funds for HLTA payment but can confirm the candidate is working at a higher level in the school.*

Date:

Signature of Head Teacher:

*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: [Victoria.lacy-wills@st-pauls.org.uk](mailto:Victoria.lacy-wills@st-pauls.org.uk)*

Please confirm the following

I confirm that:

- ☐ the claims indicated in Section Four are valid and current within a year of day 1 of preparation.
- ☒ **the applicant has taught classes normally assigned to a qualified teacher without the teacher present, or will have taught these by day 3 of preparation**
- ☐ the applicant works under the guidance and supervision of a qualified teacher
- ☐ the applicant has the appropriate Level 2 Qualifications and **copies of the certificates are attached**

### Section Eight: Funding arrangements

Funding arrangements

Payment for the programme will be as follows:

Partnership Schools- **£599** broken down as follows: **£149.00** for preparation and **£450 (VAT exempt)** for assessment.

Non-Partnership Schools- **£699** broken down as follows: **£249.00** for preparation and **£450 (VAT exempt)** for assessment.

***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.***

Please indicate below by marking the related box with an X, who will be funding the cost of the programme.

☐ Self-funded

***Payment required before course start. Please refer to section 8)a below for further information***

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	<p><input type="checkbox"/> School <b>(PLEASE DO NOT SEND PAYMENT, THE SCHOOL WILL BE INVOICED WHEN APPLICATION HAS BEEN PROCESSED &amp; APPROVED)</b> <i>Please complete section 8b below</i></p> <p><input type="checkbox"/> Employer</p> <p><input type="checkbox"/> Local Authority</p>
	<p><b>Section 8)a (SELF FUNDED)</b> – Do not send payment with the application form. If the application is successful you will be invoiced for the preparation and assessment fees.</p> <p>Please confirm below if the invoice is to be sent to a different address than the one provided earlier in the application:</p> <p>Name</p> <p>Invoice address:</p> <p><b>Section 8)b (School funded, please DO NOT SEND PAYMENT)</b></p> <p>Establishment Name: .....</p> <p>Billing Address:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Post Code: .....</p> <p>Finance contact number:.....</p> <p>Email:.....</p> <p>Purchase Order Number: .....</p> <p>Approved by: Name (printed):.....</p> <p>Signed: .....</p> <p>Position: .....</p> <p>Date: .....</p>

***Please either***

***1) Post your application (secured / signed for) with stapled certificate copies to: St Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes, MK6 5EN FAO: PEP:mk Or***

***2) Email your application with scanned certificates to [karina.vanniekerk@st-pauls.org.uk](mailto:karina.vanniekerk@st-pauls.org.uk)***