HLTA North



**Assessor Contact Sheet**

**Candidate Name:**

**URN:**

**Area(s) of expertise:**

**School name:**

**School address:**

**School telephone:**

Please complete and email to the assessor by the agreed date.

**School email address:**

**Headteacher’s name:  
Headteacher’s email (if different):**

* If the headteacher has agreed to be represented by someone else please provide details

|  |  |  |
| --- | --- | --- |
| Name | Role | QTS ✓/x |
|  |  |  |

* Detail(s) of identified colleague(s) for the teacher interview(s)

|  |  |  |
| --- | --- | --- |
| Name | Role | QTS ✓/x\* |
|  |  |  |
|  |  |  |

**\*At least one of the teachers designated above must hold Qualified Teacher Status.**

* Have all those involved in the assessment been briefed about the process?
* Have all those involved in the assessment been briefed about the standards and types of questions they can expect? Have they read your tasks?
* Any other information for the assessor?

For example:

* + - Are there any specific dates or times which would not be suitable?
    - Are there any technical concerns about the assessment process?
    - Do you have any specific needs?

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**In case of an online assessment please indicate below the method of communication available to be used for the assessment interviews e.g. Zoom, Teams, Facetime, etc:**

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**A letter confirming the agreed visit details will be sent to your headteacher by email.**

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**Please confirm that, in accordance with Data Protection regulations, you will not pass any assessor details onto anyone else and will delete these details as soon as you have received the outcome of your assessment.**