



## FAQs

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### What is Higher Level Teaching Assistant Status?

HLTA is a nationally recognised status. People who have HLTA status have been assessed as having successfully met 33 HLTA Professional Standards.

### Why would I and my school benefit from me having HLTA status?

HLTA status verifies the quality of your work and assures head teachers, governors, parents and carers (as well as OFSTED) that learners are receiving high quality support when the learning is being led by someone who has been awarded the status. On a personal level, the status is awarded to you, so if you decide to apply for position in another school, it is something that is highly valued by potential employers if you have this as part of your CV.

### What do HLTAs do?

This varies from setting to setting. However, in order to meet the Standards, HLTAs have to be able to demonstrate that they:

- Behave in a professional manner; have high expectations of the pupils with whom they work in their setting; are good communicators; work well and collaborate with colleagues and outside agencies if needed; and show respect for the role of parents carers by engaging them in their children's development and well being.
- Advance the learning of children and young people in a range of different situations, including teaching whole classes without any qualified teacher being present.
- Are able to direct the work of other adults to support teaching and learning.



- Understand the curriculum as it relates to their role and everyday practice
- Can contribute to planning using their own areas of expertise and are able to personalise activities if needed
- Contribute to the monitoring, assessment and evaluation learning and learners' progress
- Consistently follow school policies and keep up to date with relevant legislation, including those frameworks and school policies that relate to learners' wellbeing and SEN.

***(A full list of the 33 Standards is included at the end of this document)***

## **What does HLTA assessment involve?**

- **Writing 8 tasks:**

**Task 1:** Describing a lesson where you advanced the learning of an individual pupil.

**Task 2:** Describing a lesson where you advanced the learning of a small group of pupils.

**Task 3:** Describing a lesson where you advanced the learning of a whole class without any qualified teacher present.

**Tasks 4-8:** Descriptions of situations/scenarios that relate to any aspect of your role

***These tasks are emailed to your assessor for them to study before the assessment.***

- **Preparing a file of supporting documents:**

These documents must relate to the situations you have described in your tasks. You are allowed a maximum of 2 documents per Standard. This means a total of no more than 64 documents (as you do not have to provide evidence of Std 11 in your file – this will have been verified at the start of a preparation course).

***Documents are scanned and sent to the assessor prior to the assessment***

- **An online assessment by your allocated assessor:**

This involves:

2 x 30-minute (approximately) interviews with you

1 x 30-minute interview with a teacher (or shared between 2 teachers, one at a time)

1 x 15-minute interview with your head teacher (or their representative)

Approximately 1 hour studying your document file



*The assessor will not give you any indication of the result.*

*Assessments are moderated every month.*

*You will receive confirmation of your outcome shortly after the monthly moderation event.*

*Note – all our HLTA assessors are trained and accredited by HLTA North on behalf of the HLTA National Assessment Partnership*

## **How would I prepare for assessment?**

Potential HLTAs undertake the equivalent of 3 days Preparation, carried out by a Provider of Preparation (PoP), online or face-to-face. Online sessions usually last for 2 – 3 hours and preparers will offer a number of sessions (4-6) equivalent to three full days face to face. Preparation is designed to help you understand how to write the tasks, evidence the Standards, select and prepare documents and prepare yourself and your colleagues for the assessment. During Preparation you will also need to register with HLTA North so that assessment can be arranged.

## **How do I find a PoP to prepare me?**

As the RPA for the NE and NW regions of England, Yorkshire and Humber, North and NE Lincs and Staffordshire, HLTA North can help you find an appropriate Preparation group. A full list of Courses and PoP contacts is available from HLTA North's website.

**Please contact us if you need help in finding a Preparation group.**

## **How long does it take to gain HLTA status?**

There is no set timescale. In most cases you are likely to be assessed about 3 months after you have started Preparation. The Preparation sessions are likely to be spread out over a period of 5 – 8 weeks (this will vary between groups). You will then be given 4 weeks after your final session to finalise your tasks before submitting these to your assessor electronically. Your Preparer will confirm start and end dates for your assessment window; the date for the assessment is set by mutual agreement between you, your school and your assessor.

**Note, all the evidence you supply for assessment must be current and relate to things you have done within 12 months of your assessment date.**



## Do I need any previous qualifications before being accepted for a Preparation for Assessment Course?

Before you start Preparation, you **must** have a Level 2 qualification in **both English/literacy and maths/numeracy**. Your PoP will make arrangements to see **original certificates** for both these qualifications and they will send copies to HLTA North to enable you to be registered for HLTA Assessment

Examples of L2 qualifications that are acceptable include:

- GCSE English Grades 4 and above/ A\* - C
- GCSE maths Grades 4 above/ Grades A\*
- Adult Literacy L2; Adult Numeracy L2
- Functional Skills L2 maths/ literacy
- CSE Level 1 maths and English

Other qualifications may be acceptable equivalents. Please see the HNAP Std11 guidance in the resources section of this website and contact us if you are in doubt.

### What do I do if I do not have the necessary L2 qualifications?

Your LA or school may be able to help you achieve these or HLTA North can also provide access tests (developed by HNAP, the awarding body for the status) that we accept as equivalent. Please note the access tests are not qualifications and have been developed specifically for this purpose.

### What do I do if I cannot find my original certificates?

You may contact the Awarding Body that assessed you at L2 and ask for:

- A replacement certificate. These are expensive and usually take 3-4 weeks to arrive.
- A 'third party letter' confirming that you have achieved these results. This is a cheaper and usually quicker option. This letter would need to be sent to a specified person either within your PoP or within our RPA. Please contact us if you need to take this option.
- Take an HNAP access test – cost £25 for one test, £40 for both.

## What else do I need before I am ready to start Preparation for Assessment?

To be ready to undertake Preparation you should already be meeting most of the 33 Standards and be confident that you will have the opportunity, in your setting, to meet any remaining Standards before you are assessed.



If you find that there are many Standards that you do not currently meet you may want to postpone your application for a Preparation Course until you have had more experience. HLTA Preparation does **not** involve training towards meeting Standards. Some PoPs may offer separate training sessions for an additional cost and you are advised to take advantage of training opportunities in your school.

Before you are accepted for Preparation many PoPs may ask you to complete a Needs Analysis/ Self Review.

### How much does gaining HLTA cost?

You will need to ask your PoP for specific costs for the group you want to join.

The fee for assessment is additional to Preparation costs. The current cost of assessment is £500.

### Would I be suitable to undertake HLTA preparation and assessment now?

Use the checklist below to assess whether you are suitable for HLTA assessment.

- I am employed in a setting where I support learners aged between 3 and 19.
- I have L2 qualifications in English/literacy and maths/numeracy
- I feel I already meet most of the 33 Standards
- I will have the opportunity to demonstrate any Standards I do not already meet before or very soon after starting the course, specifically taking whole classes and advancing learning
- My school supports my application and will verify that I am demonstrating standards
- I / my school will be able and willing to fund Preparation and assessment.

If you can answer YES to all the questions then it is likely you are ready to undertake HLTA Preparation:

### Any further questions?

Please feel free to get in touch with HLTA North if you have any queries or need further information: