

**Outstanding HLTA of the Year 2018-19:**

**Guidance document**

Nominating a HLTA colleague for ‘Outstanding HLTA of the Year’ is a two stage process as follows:

* A colleague completes a **Proposal Form (Form A).** Any colleague can do this, including governors, support staff and teacher colleagues
* A member of the School Leadership Team completes an **Endorsement Form (Form B).** This person must have qualified teacher status.

It is not possible for one person to complete both forms.

**Completing the proposal form (Form A)**

We are looking to present the award to an HLTA who meets the following criteria at an outstanding level:

1. Demonstrates high aspirations for each pupil, a firm belief in pupils’ abilities and a strong commitment to pupils’ progress
2. Advances the learning of pupils when working with individuals, small groups and whole classes with a clear impact on learning
3. Collaborates with others to support pupils and contribute to the whole school community
4. Shows a continuing commitment to his/her own professional learning and development
5. Has expertise which has a positive impact on the learning of pupils

Prompt questions are provided on the form but examples of evidence which might be provided in each section are as follows:

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| 1  Demonstrates high aspirations for each pupil, a firm belief in pupils’ abilities and a strong commitment to pupils’ progress | ‘She is very skilful in her teaching and believes that she will find talents within the most unexpected of pupils’  ‘She discusses future plans with our pupils, encouraging them to aspire to achieving good qualifications and to apply for further education’. |
| 2  Advances the learning of pupils when working with individuals, small groups and whole classes with a clear impact on learning | ‘She has progressed the learning of the more able pupils in Year 6 and the predicted level 5 attainment has sharply risen through her interventions’  ‘Her approach ensures that pupils are able to reach their full potential, where previously some had become disengaged from home schools, or had been place d in alternative education provision, such as behaviour units’ |
| 3  Collaborates with others to support pupils and contribute to the whole school community | ‘He will often undertake activities over and beyond his job specification in order to help our pupils through difficulties e.g. accompanying pupils to appointments, arranging work experience’  ‘He has engaged and led the school in developing languages and music at a regional level, allowing our pupils (mostly from disadvantaged backgrounds) to experience culture and the arts that they would otherwise not experience’ |
| 4  Shows a continuing commitment to his/her own professional learning and development | ‘She has approached Y4 and 5 teachers and asked to observe their teaching as she is relatively new to delivering PPA in KS2’  ‘She has embraced the role of languages leader and has taken the opportunity to attend twilight courses and week-end learning’ |
| 5  Has expertise which has a positive impact on the learning of pupils | ‘His specialist knowledge is in the area of art and design technology . . . He instils confidence in the pupils so that they are proud of the pieces they produce.’  ‘As a result of her language skills she has progressed the area of languages across the curriculum to work towards a languages award which recognises outstanding practice and curriculum development’. |

There should be no more than 150 words in each section

**Completing the endorsement form (Form B)**

The endorsement form requires a signature to confirm that the colleague has maintained and developed the standards of professional practice demonstrated when HLTA status was initially awarded.

Following receipt of the proposals and endorsements all applications will be scrutinised by a panel of HLTA community colleagues in August 2019. **The award will be presented at an Awards Ceremony in Leeds on the evening of Wednesday 02 October 2019 to which all shortlisted nominees will be invited.**

All nominees will receive a certificate of recognition but these will not be distributed until after the award has been presented.

We hope that you feel able to participate in this initiative.

**Both** forms need to be sent to Tim Hirst (submission can be made by post **or** electronically) **by Friday 26th July 2019**

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