

HLTA preparation and assessment: an overview

Starting Points for candidates

- Complete a self review to identify readiness for HLTA status (obtained from PoP)
- Secure school support
- Secure funding (can be self funded but you still need school support)
- Provide evidence for L2 qualifications in Maths and English - HLTA S11
- Find a 3-day course and apply for a place

3-day preparation by PoPs

- Verification of S11 and registration of candidates with the RPA
- Guidance to help understand the standards
- Advice when drafting and completing HLTA written tasks (8 pieces of writing)
- Help and advice when putting together a documentary evidence portfolio
- information about the school visit by a HLTA assessor and support with preparation for the visit

Assessment- HLTA North

- A 3-hour school visit by your allocated assessor - written tasks to be submitted to the assessor prior to the visit; a documentary evidence file to be prepared to show to the assessor during the school visit
- Assessor's recommendation forwarded to HLTA North
- Moderation of files by HLTA North
- Outcome decided - status awarded to successful candidates

Written tasks:

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

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

Task 3: Describe a lesson where you advanced the learning of a whole class with no qualified teacher present.

Task 4: Describe 5 short situations related to any aspect of your role.

These tasks are emailed to your assessor for them to study before the school visit.

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 already have been verified).

This file remains in school for the assessor to study during their visit.

A half day school visit by your allocated assessor

This will last 3 hours and involves:

2 x 30 minute (approximately) meetings with you

1 x 30 minute meeting with a teacher (or shared between 2 teachers or 1 teacher/1 mentor i.e. a HLTA one at a time)

1 x 15 minute meeting 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.

[Taken from HNAP Guidance]