

Nottinghamshire
County Council

Application Form

For those wishing to train to meet the higher
level teaching assistant standards

Part 1 continued

In the past six months have you worked with:	Yes, when a teacher is present	Yes, when a teacher is not present	No
Individual pupils?			
Small groups of pupils?			
Whole classes?			

Have you had experience of: (Please select one option per row)	Yes, usually on a weekly basis	Yes, occasionally	No
Helping teachers to plan and prepare lessons?			
Providing feedback to pupils about their learning?			
Providing feedback to pupils about their behaviour?			
Monitoring pupils' progress?			
Helping teachers to evaluate pupils' progress?			
Keeping records of pupils' progress?			
Guiding the work of other adults supporting teaching in the classroom?			
Working with pupils using ICT?			

The information you have given will form part of databases held by the TTA, the DfES, LAs and the training providers. All the information will be handled in accordance with the Data Protection Act and no one will be able to obtain information about you personally from any published statistics. Under the Data Protection Act 1998 you have the right to a copy of the data held about you by the TTA, for a small fee. If you have any concerns about or objections to the use of data for these purposes, please contact the TTA by writing to the Data Protection Officer, Teacher Training Agency, Portland House, Stag Place, London, SW1E 5TT.

Part 2

Candidate's statement

Please write a brief statement (no more than 200 words) explaining why you think this programme is suitable for you

I wish to apply for:

Please tick

3 day preparation and assessment - generic HLTA

12 day training and assessment

3 day preparation specialist Maths HLTA (secondary school)

3 day preparation specialist Science HLTA (secondary school)

12 day training and assessment specialist Science HLTA (secondary school)

12 day training and assessment specialist Maths HLTA (secondary school)

Candidate's declaration

The information I have given on this form is correct to the best of my knowledge.

Signed:

Date: ____ / ____ / ____

Please give the name of the person responsible for mentoring you during this programme:

Mentor signature:

Date: ____ / ____ / ____

Headteacher's section

Headteacher's statement

Please write a brief statement explaining why you think the candidate is suitable for this programme and how the school will support them.

Do you consider the candidate to be suitable for training to meet the HLTA Standards?

Yes

No

Are you willing to support the candidate during the HLTA programme?

Yes

No

Headteacher's declaration and signature

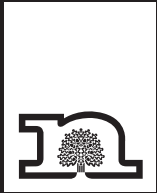
I have read the completed application form and confirm to the best of my knowledge the information provided is accurate.

Mentor signature:

Date: ____ / ____ / ____

Initial(s):

Family name:



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Self-review against HLTA Standards

Self Review – this must be completed alongside a mentor/teacher who will support you through the process of HLTA

Please send a completed copy of this assessment with your application form

Professional attributes Those awarded HLTA status must demonstrate, through their practice, that they:	Briefly note in what way you feel you work to this standard.
1. Have high expectations of children and young people with a commitment to helping them fulfil their potential.	
2. Establish fair, respectful, trusting, supportive and constructive relationships with children and young people.	
3. Demonstrate the positive values, attitudes and behaviour they expect from children and young people.	
4. Communicate effectively and sensitively with children, young people, colleagues, parents and carers.	
5. Recognise and respect the contribution that parents and carers can make to the development and well-being of children and young people.	
6. Demonstrate a commitment to collaborative and cooperative working with colleagues.	
7. Improve their own knowledge and practice including responding to advice and feedback.	

Professional knowledge and understanding Those awarded HLTA status must demonstrate, through their practice, that they:	Briefly note in what way you feel you work to this standard.
8. Understand the key factors that affect children and young people's learning and progress.	
9. Know how to contribute to effective personalised provision by taking practical account of diversity.	
10. Have sufficient understanding of their area(s) of expertise to support the development, learning and progress of children and young people.	
11. Have achieved a nationally recognised qualification at level 2 or above in English/literacy and Mathematics/numeracy.	
12. Know how to use ICT to support their professional activities.	
13. Know how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support.	
14. Understand the objectives, content and intended outcomes for the learning activities in which they are involved.	
15. Know how to support learners in accessing the curriculum in accordance with the special educational needs (SEN) code of practice and disabilities legislation.	
16. Know how other frameworks that support the development and well-being of children and young people impact upon their practice.	

Professional Skills

Teaching and learning activities must take place under the direction of a teacher and in accordance with arrangements made by the headteacher of the school.

Planning and expectations Those awarded HLTA status must demonstrate, through their practice, that they:	Briefly note in what way you feel you work to this standard.
17. Use their area(s) of expertise to contribute to the planning and preparation of learning activities.	
18. Use their area(s) of expertise to plan their role in learning activities.	
19. Devise clearly structured activities that interest and motivate learners and advance their learning.	
20. Plan how they will support the inclusion of the children and young people in the learning activities.	
21. Contribute to the selection and preparation of resources suitable for children and young people's interests and abilities.	

Monitoring and assessment Those awarded HLTA status must demonstrate, through their practice, that they:	Briefly note in what way you feel you work to this standard.
22. Monitor learners' responses to activities and modify the approach accordingly.	
23. Monitor learners' progress in order to provide focussed support and feedback.	
24. Support the evaluation of learners' progress using a range of assessment techniques.	
25. Contribute to maintaining and analysing records of learners' progress.	

<p>Teaching and learning activities</p> <p>Those awarded HLTA status must demonstrate, through their practice, that they:</p>	<p>Briefly note in what way you feel you work to this standard.</p>
<p>26. Use effective strategies to promote positive behaviour.</p>	
<p>27. Recognise and respond appropriately to situations that challenge equality of opportunity.</p>	
<p>28. Use their ICT skills to advance learning.</p>	
<p>29. Advance learning when working with individuals.</p>	
<p>30. Advance learning when working with small groups.</p>	
<p>31. Advance learning when working with whole classes without the presence of the assigned teacher. [Please state how often this occurs.]</p>	
<p>32. Organise and manage learning activities in ways which keep learners safe.</p>	
<p>33. Direct the work, where relevant, of other adults in supporting learning.</p>	

Equal Opportunities Monitoring Information

In order that we can monitor the take-up of learning and development it is essential that we ask you to complete the following information which will be treated in confidence.

Please tick as appropriate

Your Gender: Male [] Female []

Most people will be comfortable with one of the above but if you wish to indicate either of the below please do so.

Male to Female Transgender [] Female to Male Transgender []

Do you consider yourself to have a disability? Yes [] No []

Your sexual orientation: Lesbian [] Gay [] Bisexual [] Heterosexual/Straight []

Your Ethnicity:

White

British []

Irish []

Gypsy/Romany []

Other white []

Please specify

Mixed (Dual Heritage)

White and Black Caribbean []

White and Black African []

White and Asian []

Other Mixed []

Please specify

Asian or Asian British

Indian []

Bangladeshi []

Pakistani []

Other Asian []

Please specify

Black or Black British

Caribbean []

African []

Other Black []

Please specify

Other Ethnic Group

Chinese []

Other Ethnic Group []

Please specify

Your Salary Band:

Below £10,000 [] £10,000 - £14,999 [] £15,000 - £19,999 []

£20,000 - £24,999 [] £25,000 - £29,999 [] £30,000 and above []

Full-time [] **Part-time** [] **Job share** []

Your Religion or Belief:

Christian [] Sikh [] Hindu []

Muslim [] Jewish [] Buddhist [] No religion []

Other []

Please specify



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