****  

[**www.durhamteachingschools.org.uk**](http://www.durhamteachingschools.org.uk)

**The Durham Teaching School Alliance, in partnership with HLTA North, offer HLTA Preparation for Assessment**

**(3 day course)**

**This route is intended for suitably experienced support staff who are already working, or able to work, at a higher level and are looking to gain a professional status that recognizes their contribution to teaching and learning as well as their wider role in school.**

**Preparation including Assessment can normally be completed in two terms and involves attending 3 full days with a trainer.**

**Aims of the course:**

* **To give you an overview of the HLTA role**
* **To enable you to meet and work with colleagues and form valuable networks**
* **To help you to understand, select and write the tasks required for assessment**
* **To help you to collect evidence for all of the standards**
* **To enable you to select materials and prepare a portfolio of evidence**
* **To help you to prepare for the Assessors visit**

**Cost: £400.00 per person (for 3 days) payable to the Durham Teaching School Alliance. The course handbook and lunch are included in the cost of the course. Please let me know if you have any special dietary requirements. Payment must be made in full following day 1**

**The Assessment costs £450 payable to HLTA North. (1 day assessment at your school)**

**Trainer: Kate Jones**

**Venue: Prince Bishops Primary School, Gibson Street, Coundon Grange, Bishops Auckland, DL148DY.**

**Start: 9 a.m Finish: Approx 3.30 p.m**

**When:**

**Day 1 Wednesday 28th September 2016**

**Day 2 Wednesday 12th October 2016**

**Day 3 Wednesday 16th November 2016**

**You will receive a confirmation of your place within 24 hours and a welcome letter following the deadline for expressions of interest.**

**Eligibility/Requirements:**

* **You must currently meet all 33 HLTA standards (see below)**
* **You must complete an application form**
* **You must have a supporting reference from your Headteacher or line manager**
* **You must have GCSE grade C + in English and mathematics or a level 2 equivalent qualification (copies of certificates must be attached to your application)**
* **You must have recent, (regular), experience of whole class teaching**

**What to do next**

**Complete the application form on the teaching school website** [**www.durhamteachingschools.org.uk**](http://www.durhamteachingschools.org.uk) **(click on what we do and click on courses) and return it with copies of your qualifications to Joe Sonnenfeld- you can complete and return a paper copy or complete and return an electronic version.**

**Paper copies should be returned FAO Joe Sonnenfeld, Prince Bishops Community Primary School, Gibson Street, Coundon Grange, Bishop Auckland, DL148DY.**

**Electronic applications must contain the scanned signature of your referee and scanned copies of your qualifications. E versions of the application form should be returned to:** **j.sonnenfeld200@durhamlearning.net**

 Deadline for Expressions of Interest: Friday 10th June 2016

**Please note places on this programme are limited to 12 people per cohort. Applications are processed on a first come first served basis. Your application will not be processed if it is incomplete or arrives after the deadline. Applications received without copies of qualifications are incomplete and will not be processed.**

**Professional attributes.**

**Those awarded HLTA status must demonstrate, through their practice, that they:**

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

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 and disability (SEND) 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

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 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

26. use effective strategies to promote positive behaviour

27. recognise and respond appropriately to situations that challenge equality of opportunity

28. use their ICT skills to advance learning

29. advance learning when working with individuals

30. advance learning when working with small groups

31. advance learning when working with whole classes without the presence of the assigned teacher

32. organise and manage learning activities in ways which keep learners safe

33. direct the work, where relevant, of other adults in supporting learning

**Additional Information:**

**The teaching school website contains a full list of qualifications that can be used to gain entry onto the course.**

**You must have your qualifications in place at the time of your application. Applications without copies of qualifications will not be considered. It is possible to take an equivalency test to gain entry onto the course if you don’t have level 2 qualifications (please contact me for further details)**

**You will be contacted by email within 24 hours to confirm receipt of your application and offer of a place.**

**Payment, in full, is due following day 1. Payment can be made by the school or applicant. Payment must be received/processed by day 2 of the course.**