

HLTA – Development and Assessment Route 2025

This programme prepares candidates to be assessed against the national HLTA standards, leading to the award of HLTA status. It is intended for teaching assistants who wish to further develop their teaching skills before being assessed for HLTA status.

Course structure

To support candidates in gaining HLTA status and developing outstanding practice, the course provides both preparation for statutory assessment and development sessions for a deeper understanding of the role of an HLTA.

Candidates will attend four full face-to-face days and 7 twilight sessions over the duration of two terms. The four full days will focus on preparing candidates for assessment and how to present evidence to meet the national HLTA standards. Our additional twilight sessions, designed to provide a further development element for aspiring HLTAs, will focus on areas such as behaviour management, SEND, the theory behind education, curriculum and ICT. These sessions will be tailored to the cohort.

What do candidates have to do?

To support the development of candidates' ability to teach whole classes, candidates will need to have the opportunity to teach each week in their own school during the course. As part of the assessment process, candidates will have to provide a portfolio of evidence to show that they meet the HLTA standards and will be assessed by an independent assessor. Candidates will need use of a laptop, Wi-Fi access and ability to access their school files for this programme in order to meet assessment requirements.

Course Fees

The cost of this course is £1400 (£1100 for Swaledale Alliance Members). The fees include the cost of the face-to-face assessment preparation days, twilight development sessions, registration and assessment fees. Options are available for delegates to part or self-fund.

Entry qualifications for candidates

Prior to starting the course, it is essential that candidates have a Level 2 qualification in both English and Maths. Examples of Level 2 qualifications that are acceptable include: GCSE Grades A*-C; Adult Literacy or Numeracy. **We will need to see original certificates for both qualifications.** Further information can be found [here](#).

Headteacher and Mentor Support

In supporting a candidate's application for this course, headteachers will be asked to confirm that the candidate has the ability to achieve the HLTA standards within the duration of the course. The standards can be found on the HLTA National Assessment Partnership website at www.hlta.org.uk.

It is important that candidates have the facility to practice and develop their skills in the form of a timetabled commitment to teach a class for approximately half a day per week for the duration of the course. During the first term, there is an expectation that the class teacher supports the candidate in the classroom. The candidate's school must be willing to allocate an in-school mentor to support their development (this could be the teacher of the class they are working in). The mentor must be an experienced and capable teacher – someone who is able to support the candidate's pedagogical development effectively throughout the course.

Course Programme

An outline of the programme can be found on page 3. This is a guide, the programme will be tailored to the candidate's needs as the course progresses.

- TW sessions 1-5 focus on developing areas of practice with reference to the standards and how to prepare evidence.
- The 4 full days and TW 6 & 7 are for developing knowledge and understanding of the HLTA standards and for supporting you in building the assessment files.

Candidates must attend Days 1, 3 and 4 otherwise they will not be put forward for assessment. It is highly recommended that all sessions are attended to ensure candidates are fully prepared for assessment.

Course Facilitators

Catherine Lawton – Reception & Yr 1 Teacher, leading on EYFS/KS1, Phonics & Early Reading plus Outdoor Education at Masham CE Primary School.

Liz Roberts – HLTA & NCFE CACHE Assessor, Middleton Tyas CE Primary School

What is the format of the assessment?

The assessment comprises of a series of virtual interviews by an HLTA North assessor who will have received the candidate's portfolio of evidence in advance. During the assessment, the assessor speaks to the candidate, to colleagues and to the headteacher (or another member of the leadership team).

The assessment window for our 2025 course will be between 9th June and 4th July 2025, exact timescales will be confirmed at the beginning of the course.

Who validates the award?

HLTA status is accredited by the HTLA National Assessment Partnership. This body awards nationally recognised HLTA status. This course is accredited via "HLTA North of England". Further details can be found on the Partnership website at www.hlta.org.uk

How to Apply

Please email application form to Margaret Thompson (Swaledale Alliance Executive Officer) mthompson@swaledalealliance.org to secure your place.

Date	Session focus	Led by	Notes and gap tasks:	Location
TW 1 9 th January 2025	Intro and registration Course content outlined Mentor Guidance	LR & CL	Mentors to attend	In person Swaledale Alliance
Full Day 1* 16 th January 2025	HLTA Prep DAY 1 What makes a good HLTA? Standards 1-16	LR & CL	Task A Plan, with a teacher, a lesson where you are supporting an individual pupil or small group	In person Swaledale Alliance
TW 2 23 rd January 2025	Development Session <i>Individual pupil support – feedback re task A</i> Focus – <ul style="list-style-type: none"> supporting and advancing learning in the classroom with individuals/small groups (stds 29, 30) interest and motivate learners in the classroom (stds 19-21) Behaviour management (std 26) Using ICT to advance learning (std 28) 	LR	Task B Think about a group activity that you have been involved in – make notes and be prepared to discuss and link to HLTA stds	Virtual via Zoom
TW 3 30 th January 2025	Development Session <i>Group support – feedback re task B</i> Focus – Effectively evidencing standards through portfolio	CL & LR	Task C Write up task A/B as task 1 or 2 and be ready to discuss/share this at day 2	In person Swaledale Alliance
Full Day 2 6 th February 2025	Development day <i>Tasks in detail – discuss Task C</i> Support/tutoring re writing up tasks for the file Standards 17 - 33	LR & CL	Task D Stds 10, 17, 18 – thinking about your area of expertise write some notes to discuss at the next session	In person Swaledale Alliance
TW 4 27 th February 2025	Development Session <i>Discuss Task D std 10, 17, 18</i> Focus - Assessment and feedback to teachers (Std 22 – 25) How do you know learning is taking place? (Std 31 and 33)	LR	Task E – start to gather evidence so we can look at this together at next session	Virtual via Zoom
Full Day 3 * 13 th March 2025	HLTA prep day 2 <i>Come with evidence (Task E)</i> Exemplar portfolio to examine Planning and teaching – key principles Systems for annotation, organisation etc	CL & LR	Complete tasks and gather evidence for the file	In person Swaledale Alliance
TW5 27 th March 2025	Development Session SEND & Code of Practice (Std 15)/ Develop Teaching Practice. Cohort specific input	LR	Task F – think about evidence for SEND (std 15) for next session	Virtual via Zoom
TW6 24 th April 2025	Support Session	LR & CL		In person Swaledale Alliance
Full Day 4 * 1 st May 2025	HLTA prep day 3 The assessment process Focus on F9/10 tracking grid	LR & CL	Bring file – tasks 1-8 should be (almost) complete and evidenced	In person Swaledale Alliance (
TW7 15 th May 2025	Support Session	LR & CL		In person Swaledale Alliance
Twilight Sessions are 4 – 5.30pm				
Full Day Sessions are 9.30am – 3pm				