Higher Level Teaching Assistant (HLTA) Courses

What is the HLTA Preparation Course?
This is short programme which prepares candidates to be assessed against the national HLTA standards, leading to the award of HLTA status. It is intended for teaching assistants who are already demonstrating high levels of capability and who are seeking to develop themselves professionally. It focuses specifically on how to present evidence of current practice in order to meet the standards.

How long is the course?
The basic HLTA course comprises three full days. These are usually spread over a period of a few weeks. An additional day is often included to help candidates complete a portfolio of evidence. Occasionally, additional training days are also included in such areas as behaviour management, ICT and planning.

Who is eligible for the programme?
In order to be eligible for the programme and for HLTA assessment, applicants must:
- be employed in a school
- have the full support of their headteacher
- have appropriate level 2 qualifications in English and maths (these are normally GCSE grade C and above or Adult Literacy and Numeracy level 2); for those without these qualifications there are now HLTA entry tests available

In addition, headteachers will be asked to confirm that candidates are working at the level of the HLTA standards. These standards can be found on the HLTA National Assessment Partnership website at www.hlta.org.uk

Candidates must also have some experience of teaching whole classes without the presence of a qualified teacher. Teaching assistants who have limited experience of this may find that sufficient opportunities to teach classes can be arranged within the timescale of the programme. Headteachers will be asked to confirm that the candidate has been or will be given these opportunities.

When and where do courses take place?
Leeds Trinity arranges HLTA preparation courses in a range of venues including Leeds, Harrogate, Huddersfield and Pontefract. Typically, a course will be held in each of these places every term. From time to time, programmes also take place in Whitby and Halifax. Dates of forthcoming courses are detailed on our website at www.leedstrinity.ac.uk/hlta

Leeds Trinity works in partnership with other regional and national providers and can provide details of courses being held across the north of England and beyond.
What do candidates have to do?
Candidates will be asked to complete eight short pieces of writing about a range of activities that they are involved in, including lessons with an individual pupil, a small group and a whole class. Other activities might include such things as educational visits, meetings and other everyday school situations. These pieces of writing are submitted electronically to the assessor about four weeks after the final day of the course. Candidates also have to compile a portfolio of documentary evidence showing examples of how they meet each of the standards. Before the course begins, candidates will be asked to complete a checklist with a teacher colleague to confirm that they have the required qualifications and experience for the HLTA role.

What is the format of the assessment?
The assessment comprises a half day visit to the candidate’s school by an experienced HLTA assessor. During the assessment visit, the assessor speaks to the candidate, to colleagues and to the headteacher (or another member of the leadership team). The assessor spends time looking at the portfolio of evidence. There is no observation and assessors do not visit classrooms. The assessment visit normally takes place about 5-8 weeks after the final day of the course.

What is the cost of the programme?
The cost of the programme depends on the venue and the number of days. As a guideline, typical three or four-day programmes cost between £380 and £440. This includes the course fee and venue and catering costs (where applicable). This fee can be paid by the school or by individual applicants.

What is the cost of the assessment?
Assessments are arranged by the HLTA National Assessment Partnership and the fee has been set at £450.

Who leads the courses?
The courses are led by HLTA tutors from our experienced team. All of our tutors are also HLTA assessors.

How do I book a place on a course?
Application forms for most of our courses can be downloaded from the Leeds Trinity website at www.leedstrinity.ac.uk/hlta
Enquiries for Leeds courses should be made initially to Jenny Davis on 0113 395 1050 or hlta@leeds.gov.uk
Enquiries for Liverpool courses should be made to Cathy McDermott at catherine.mcdermott@si.liverpool.gov.uk
Applicants from independent schools or academies should contact Leeds Trinity on 0113 283 7100 ext 544 or hlta@leedstrinity.ac.uk

Who can be contacted if I have further questions?
Any enquiries should be made to the HLTA administration office at Leeds Trinity on 0113 283 7100 ext.544 or sent by email to hlta@leedstrinity.ac.uk