

Higher Level Teaching Assistant Assessment Process - Headteachers' Briefing Note

HLTA assessment

The Professional Requirements for HLTAs in Wales were revised in August 2011. The Requirements identify what candidates need to demonstrate in order to be awarded HLTA status and can be found in Welsh Government Guidance Circular 020:2011 (referred to as Standards).

In Wales, the programme is aimed at support staff who are already undertaking the type of activities expected from this higher level role.

Selection is limited to candidates who are already working in this role or where it is planned that they will take on such a role in their school.

Please note this is an assessment route only. Although the scheme is free to the candidate and the school, it costs the consortia approximately £1000 to put a candidate through the assessment procedure. If a candidate is recommended to undertake assessment and subsequently it is found that they were not ready to undertake assessment other, more suitable, candidates may have been excluded from the assessment process. **It is essential that you are clear that you consider that your candidate is ready for assessment and is able to meet all requirements at the time of application.**

Assessment process

Candidates have to meet all of the requirements in order to achieve HLTA status. They demonstrate that they have done so through the completion of four assessment tasks which will involve delivering learning with individual pupils, groups of pupils and a whole class. Evidence to support these tasks should be generated through normal work activity: the tasks are snapshots of the candidate's work in school. The evidence that they supply for each of these tasks is then verified by half-day visit to their school by an independent assessor.

Candidates can use supporting evidence such as: samples of pupils' work, lesson plans, assessment sheets, reports, planning sheets, case studies, certificates for training, letters/cards of endorsement/thanks, witness statements, observation notes, meeting agenda, minutes and notes; classroom resources.

Roles and Responsibilities

HLTA Candidate

The role of the candidate is to

- Provide verification of literacy and numeracy results
- Undertake the briefing days
- Complete all tasks and documentation described in the candidates handbook
- Submit assessment evidence on time
- Undertake the assessment process
- Keep school based colleagues informed

Headteacher

The role of the headteacher is to

- Ensure the candidate has Level 2 literacy and numeracy qualifications
- Ensure that the candidate is able to meet all the HLTA requirements **prior** to application
- Endorse the application form
- Support the candidate during the HLTA programme
- Ensure the candidate meets and can evidence Requirement 33 through a lesson observation
- Provide preparation time during the assessment period
- Allow the candidate to attend 3 briefing days

School mentor

The role of the school mentor is to

- Be a point of contact during the briefing and assessment
- Provide advice and support
- The school mentor may be someone who the candidate already has a professional relationship with
- Be familiar with the requirements

Welsh Government

The role of the Welsh Government is to

- Develop the HLTA programme
- Arrange external moderation
- Prepare results letters and certificates

Consortia

The role of Consortia is to

- coordinate the programme on behalf of WG
- ensure the smooth running of the programme
- process applications
- lead HLTA briefing days
- lead the school based assessment visit
- be the first point of contact for administrative queries
- quality assure the programme
- issue results letters and certificates

Briefer

The role of the briefer is to

- Provide guidance on the requirements and the completion of the tasks during three briefing days
- Provide clarification on the requirements and tasks during the briefing days
- Provide summative generic feedback on briefing Day 3

Briefers will not provide feedback to candidates they will be assessing.

Assessor

The role of the assessor is to

- Carry out the assessment including the school visit
- Abide by the code of conduct for assessors

Assessors will not assess candidates from their LEA or any candidate with whom they have connectivity