

# Application Form

## For those wishing to be assessed against the Higher Level Teaching Assistant Standards



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

This form is for applicants wishing to apply for assessment against the Professional Standards for Higher Level Teaching Assistants set out in Welsh Assembly Government Circular 029/2008.

The assessment scheme is designed to assess candidates who are likely to meet all of the standards by virtue of their existing training, qualifications and experience.

Potential candidates should complete this application form after reading the documents in your applicants pack and then ask their head teacher to complete the recommendation section.

The applicant should then forward the form to the Consortium Office by **28<sup>th</sup> November 2008.**

### **Please return your completed form to:-**

Bethan Griffiths  
HLTA Administration Officer  
School Improvement Department  
Trem Clwyd  
Canol y Dre  
Ruthin  
LL15 1QA

01824 708064

[adminschoolimprovement@denbighshire.gov.uk](mailto:adminschoolimprovement@denbighshire.gov.uk)

## 1. Candidate details

Title (tick one)		Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other
First Name(s):		Family Name:
Residence name/number:	Address:	
City/Town:		
County:		Postcode:
Contact telephone number:		Contact e-mail address:



**5. YOUR CURRENT ROLE**

**5.a. Where do you work?**

Name of school/organisation:

Address:

City/Town:

County:

Postcode:

Telephone Number:

E-mail address:

**5.b. Please tick the boxes that best describe your place of work:** (Tick all that apply)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Primary School | <input type="checkbox"/> Secondary School                          | <input type="checkbox"/> Nursery School                             |
| <input type="checkbox"/> Special School | <input type="checkbox"/> Specialist Provision In Mainstream School | <input type="checkbox"/> Other educational setting. Please specify: |

**5.c. What is your current job title?**

**5.d. When did you start your current role? (MM/YY)**

**5.e. What is the average number of hours you work in your current role per week?**

**5.f. Briefly describe the main elements of your current role in your school. You may wish to include your experience of working with individual pupils, groups and whole classes and your experience of planning, assessment, record keeping and supporting other adults. (200 words maximum)**

**5.g. In your current post, how much time if any have you spent working in the classroom with the following?** (please tick one box per row)

	None	Less than 6 months	6 months to 2 years	More than 2 years
Early years (foundation stage)				
Primary phase				
Secondary phase				
Post 16				

<b>5.h. In the past 6 months have you worked with:</b>	<b>Yes, when a teacher is present</b>	<b>Yes, when a teacher is <i>not</i> present</b>
Individual Pupils?		
Small groups of pupils?		
Whole classes?		

<b>5.i. Have you had experience of:</b> (please select one option per row)	Yes, usually weekly	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?			
Keeping records of pupils' progress?			
Guiding the work of other adults supporting teaching in the classroom?			
Working with pupils using ICT?			

**6. Candidate's statement – this section must be completed by all candidates**

Please write a brief statement explaining why you think this assessment programme is suitable for you including why you wish to undertake the programme. **You should try to demonstrate:**

- Your area of expertise
- Your knowledge/awareness of the professional standards
- Your understanding of the role of an HLTA
- Your view on how HLTA status will impact on your personal and professional development

This section can be completed in narrative or bullet point form on no more than one side of A4 paper.

Candidates statement continued

## 7. HEAD TEACHER'S SECTION

Section 7 must be completed by the Headteacher before the candidate signs their declaration at Section 8. The application should then be returned to the Consortium Office at the address shown on the front of this form.

### 7.a. Headteacher's endorsement of this application

	YES	NO
Do you consider the candidate to be suitable for assessment against the HLTA standards (set out in Welsh Assembly Government Circular 29/2008)?		
Are you willing to support the candidate during the HLTA programme – including three days out of school for briefing, preparation time during the assessment period and an assessment taking place in school?		
Does this candidate already fulfil duties as part of their job description which will enable them to provide evidence that they meet <b>all</b> the Professional Standards for Higher Level Teaching Assistants?		
Do you plan to deploy staff in an HLTA role in your school from		

September 2008?		
Have you seen a copy of the candidate's certificates confirming that they have both a literacy and numeracy qualification equivalent to Level 2 of the National Qualifications Framework?		
Can you confirm that the candidate will be given the opportunity to meet Standard 31 (whole class teaching)		
<b>7.b. SCHOOL'S PRIORITISATION OF CANDIDATES</b>		
<ul style="list-style-type: none"> <li>• If you <b>are</b> nominating more than one of your staff for assessment, please indicate based on whole school priorities, the order in which you would wish them to be selected for assessment.</li> <li>• <b>Failure to prioritise candidates may result in none of them being selected.</b></li> <li>• It may not be possible for more than one individual from a single school to be accepted for assessment in this round of applications.</li> </ul>		
<b>This candidate should be considered as priority No. ___ of ___ candidates.</b>		
<b>Head Teacher's declaration</b>		
I have read the completed application form and confirm to the best of my knowledge the information provided is accurate.		
Signed:	Date:	
Name (capitals please)		
<b>8. Candidate's Declaration</b>		
<ul style="list-style-type: none"> <li>• I would like to apply for assessment against the HLTA standard due to be undertaken between January – July 2009</li> <li>• I have attached photocopies of my certificates.</li> <li>• The information I have given on this form is correct to the best of my knowledge.</li> </ul>		
<b>Signed</b>		
<b>Date</b>		
<p>The information you have given will form part of information held by the Welsh Assembly Government, LEA's and the assessors. 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 rights to a copy of the data held about you by the Welsh Assembly Government, for a small fee. If you have any concerns about or objections to the use of data for these purposes, please contact Welsh Assembly Government, LIPD4, Cathays Park, Cardiff, CF10 3NQ.</p>		

## Equal opportunities monitoring form

### STRICTLY PRIVATE AND CONFIDENTIAL WHEN COMPLETED

We are committed to ensuring equality of opportunity for all applicants. We will monitor the profile of those applying for assessment and the outcomes of those applications using the information below. Information from this form will **NOT** be used for recruitment and selection purposes.

#### 1) Ethnicity

How would you best describe your ethnicity? (Please choose ONE section from A to E, then tick the appropriate box to indicate your cultural background).

##### A White

- British
- Irish
- Any other White background, please specify \_\_\_\_\_

##### B Mixed

- White and Black Caribbean     White and Black African     White and Asian
- White and Mixed background, please specify \_\_\_\_\_

##### C Asian or Asian British

- Indian     Pakistani     Bangladeshi     Any other Asian background, please specify \_\_\_\_\_

##### D Black or Black British

- Caribbean     African     Any other Black background, please specify \_\_\_\_\_

##### E Other ethnic group

- Chinese
- Any other background, please specify \_\_\_\_\_

2) Gender     Male     Female

3) Age

4) Do you consider that you have a disability?     Yes     No

If yes, how would you describe your disability?

\_\_\_\_\_

The Disability Discrimination Act (DDA) defines a disability as a physical or mental impairment which has a substantial (i.e. more than just trivial or minor) and long term (i.e. which has lasted or is likely to last 12 months or more) adverse effect on a person's ability to carry out normal day-to-day activities.