

Higher Level Teaching Assistant (HLTA) Gaining HLTA status – Step by Step

The Step-by-Step Process

1. Look at the standards and review skills
2. Check whether you have a level 2 qualification in both English and mathematics
3. Discuss with line manager. Find out whether your school will fund you for HLTA status
4. Download HLTA application form from PEP:mk (www.pepmk.org.uk/hlta-status) and return via email with copies of level 2 (equivalent to GCSEA*-C grade) maths & English qualification certificates.
5. Attend HLTA online preparation for assessment course (7 x 2-hour sessions)
6. Build a small portfolio of evidence
7. Complete and submit assessment tasks
8. ½ day school assessment visit (completed remotely)
9. HLTA status is awarded to any candidates meeting all 33 standards

Professional standards for HLTA Status

In order for candidates to gain HLTA status they must show that they meet the 33 national standards

Taking Responsibility for the Whole Class (Standard 31)

One of the HLTA standards talks about taking responsibility for the whole class. The term 'whole class' is not defined by absolute or precise number of pupils. What defines whole-class activities is the Teaching Assistant's (TA) role in introducing, managing and completing a topic or task, and the degree of complexity of the organisation and management of learning & behaviour within relatively large groups of pupils or students with diverse needs.

TAs must teach a whole class normally assigned to a qualified teacher. This should be the same number of pupils. It should also be the same class arrangement as would normally be taught by the teacher, such as the same range of abilities or ages. This should have happened at ***least twice with clear evidence that the teaching assistant was able to advance the learning of the class.***