

Application form

for those wishing to train to meet the higher level teaching assistant Standards

About this form

Application Process:

- This form must be completed in full. Candidates are advised to pay particular attention to Part 2 "Candidate's Statement", as this will play a key part in the selection process.
- Candidates selected for assessment/training will be required to provide evidence of relevant qualifications in English and Mathematics, prior to commencing the course. NB photocopies will not be accepted as evidence.
- Candidates should refer to the LEA's Higher Level Teaching Assistant Information booklet, which explains the selection process and the criteria used to determine which route successful candidates will be funded to follow.
- Successful candidates will be required to obtain CRB Enhanced Disclosure and appropriate medical clearance.
- Candidates will be notified in writing of the success or otherwise of their application.
- Completed application forms should be returned, by the appropriate deadlines to:

Head of Raising Achievement,
Dryden Professional Development Centre,
Evistones Road,
Gateshead.
NE9 5UR

Further Information can be obtained from:

Mrs Julie Bond Tel: 0191 433 8660
Mrs Pam Lyon Tel: 0191 433 8660

Applicants should note the following deadlines for receipt of applications:

Training Commencing	Closing Date
Autumn Term	31st May
Spring Term	31st October
Summer Term	28th February

Gateshead Council is an equal opportunities employer and will welcome applications from candidates of any age, disability, marital status, race or sex. The Council supports and encourages all employees to undertake training and development and welcomes applications from all employees regardless of hours of work and employment status.

Part 1

Title (tick one)

Mr

Mrs

Miss

Ms

Other

First name(s):

Family name:

Residence name/number:

Address:

City/town:

County:

Postcode:

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Contact telephone number:

Contact e-mail address:

Do you have a literacy or English qualification at Level 2 or higher,

eg. GCSE English at grade A-C, or have you passed the National Adult Literacy Test? Yes [] No [] Don't know []

Do you have a numeracy or mathematics qualification at Level 2 or higher,

eg. GCSE at grade A-C, or have you passed the National Adult Numeracy Test? Yes [] No [] Don't know []

Please list your academic and/or vocational qualifications,

eg. four GCSEs at grade A-C, two A-Levels at grade A-E, Diploma in Childcare and Education

Qualification/Award	Grade	Year

What is your current job title?

When did you start your current role? (MM/YYYY) ____/____/____

What is the average number of hours you work in your current role per week? _____ hours

Name of school/organisation:

Address:

City/town:

County:

Postcode:

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Telephone number:

E-mail address:

Please tick the boxes that best describe your employer: (Tick all that apply)

Primary school

Secondary school

Nursery school

Special school

Middle school

Other educational institution

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	Between 6 months and 2 years	2 years or more
Early years pupils (foundation stage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary school pupils (key stages 1 and/or 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary school students (key stages 3 and 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post 16 students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 1 continued

a) Have you worked with school pupils in any of the following areas? (Please tick all that apply)

b) Which areas are you most interested in working in? (Please tick a maximum of three)

Subject	a) Have worked	b) Would like to work	Subject	a) Have worked	b) Would like to work
Art	<input type="checkbox"/>	<input type="checkbox"/>	Mathematics	<input type="checkbox"/>	<input type="checkbox"/>
Business Studies or Economics	<input type="checkbox"/>	<input type="checkbox"/>	Media Studies	<input type="checkbox"/>	<input type="checkbox"/>
Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	Modern Foreign Languages	<input type="checkbox"/>	<input type="checkbox"/>
Design and technology (including Food Technology and Textiles)	<input type="checkbox"/>	<input type="checkbox"/>	Music	<input type="checkbox"/>	<input type="checkbox"/>
Drama (including dance)	<input type="checkbox"/>	<input type="checkbox"/>	Personal, Social & Health Education	<input type="checkbox"/>	<input type="checkbox"/>
Early Years	<input type="checkbox"/>	<input type="checkbox"/>	Physical Education	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	Psychology	<input type="checkbox"/>	<input type="checkbox"/>
English as an additional language	<input type="checkbox"/>	<input type="checkbox"/>	Religious Education	<input type="checkbox"/>	<input type="checkbox"/>
Geography	<input type="checkbox"/>	<input type="checkbox"/>	Science	<input type="checkbox"/>	<input type="checkbox"/>
History	<input type="checkbox"/>	<input type="checkbox"/>	Social Science/Studies	<input type="checkbox"/>	<input type="checkbox"/>
Information and Communications Technology	<input type="checkbox"/>	<input type="checkbox"/>	Special Educational Needs	<input type="checkbox"/>	<input type="checkbox"/>
			Other: Please specify: _____		

In the past six months have you worked with:

individual pupils?

small groups of pupils?

whole classes?

Yes, when a teacher is present

Yes, when a teacher is *not* present

No

Have you had experience of: (Please select one option per row)

helping teachers to plan and prepare lessons?

providing feedback to pupils about their learning?

providing feedback to pupils about their behaviour?

monitoring pupils' progress?

helping teachers to evaluate pupils' progress?

keeping records of pupils' progress?

guiding the work of other adults supporting teaching in the classroom?

working with pupils using ICT?

Yes, usually on a weekly basis

Yes, occasionally

No

The information you have given will form part of databases held by the TTA, the DfES, LEAs and the training providers. 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 right to a copy of the data held about you by the TTA, for a small fee. If you have any concerns about or objections to the use of data for these purposes, please contact the TTA by writing to the Data Protection Officer, Teacher Training Agency, Portland House, Stag Place, London SW1E 5TT.

Part 2

Candidate's statement

Please write a brief statement explaining why you think this training programme is suitable for you and summarising your experience to date. *(Continue on a separate sheet if necessary).*

There are currently two HLTA programmes available: an assessment only route for those who are close to demonstrating the Standards, and a full 50 day training route.

Further information on these two routes is available at www.hlta.gov.uk

Which route are you applying for? *(Tick one option only)*

Assessment Only route Full Training route

When do you wish to start? *(Please indicate term/year)*

Summer 200 Autumn 200 Spring 200

Have you applied for LEA funding prior to this application? Yes No

If yes, please provide details of:

which LEA you requested support from _____

when this request was made _____ and

were you allocated funding _____

Candidate's declaration

The information I have given on this form is correct to the best of my knowledge.

Signature: _____ Date: ____ / ____ / ____

Please print name: _____

Part 3 Headteacher's Section

Please note

Candidates for the Assessment Only route are anticipated to be competent in demonstrating all of the Standards at the time of application. The Assessment Only route does not provide or include developmental training in any of the Standard areas and therefore candidates unable to meet any of the specified Standards would not be suitable for this route at this time.

HLTA Standard 2.6 - GCSE Maths and English

Certificates seen Yes No Photocopy of certificates attached - confirmed

Acceptable qualifications - ONLY the following (or higher) in Maths and English are acceptable:
GCSE Grade 'C', Key Skills Level 2, Adult Literacy Level 2, Adult Numeracy Level 2,
GCE 'O' Level Grade 'C', CSE Grade 1 (*English can be either English Language or English Literature*)

Self-Assessment Form

I have read the TTA's HLTA Standards and the candidate's completed self-assessment form
Yes No

HLTA Standard 3.3.5 - Whole-class Teaching

(Provide examples of candidate's experience of whole-class teaching)

State **which** class(es) the candidate has experience of whole-class teaching, **when** the candidate undertook or undertakes whole-class teaching, **duration** of the session of whole-class teaching and **how often** (frequency) this has happened during the previous 4 school terms.

Examples include:

- 1. following a teacher's introduction to a new concept, using own knowledge of subject to oversee pupils' research activities without the teacher being present;*
- 2. when deployed for short-term teacher absence, drawing upon own relevant subject knowledge and classroom management skills to teach a focused lesson implementing instructions left by a teacher; or*
- 3. where own expertise in subject area allows and following discussion with teacher, beginning a lesson with the whole class by introducing a particular aspect to pupils under teacher's direction.*

Part 3 *continued*

Do you consider the candidate to be suitable for training/assessment to meet the HLTA Standards?

Yes No

If yes, are you willing to support the candidate during the HLTA programme? Yes No

Please indicate which programme is the most suitable for this candidate:

A) Assessment Only route

B) Assessment Only route following further CPD development
Area of development required _____

C) 50-day training route

D) Candidate requires further CPD and experience before recommending

Headteacher's declaration and signature

I have read the completed application form and confirm that to the best of my knowledge the information provided is accurate.

Signature: _____ Date: ___ / ___ / ___

Initial(s): _____ Family name: _____

Equal opportunities monitoring form

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

1) Ethnicity

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

A White

British

Irish

Any other White background, please write in _____

B Mixed

White and Black Caribbean

White and Black African

White and Asian

White and Mixed background, please write in _____

C Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background, please write in _____

D Black or Black British

Caribbean

African

Any other Black background, please write in _____

E Other ethnic group

Chinese

Any other background, please write in _____

2) Gender

Male

Female

3) Age

4) Do you consider you have a disability?

Yes*

No

*If yes, how would you describe your disability? _____

STRICTLY PRIVATE AND CONFIDENTIAL WHEN COMPLETED

The Disability Discrimination Act (DDA) defines a disability as a physical or mental impairment which has a substantial (ie. more than just trivial or minor) and long term (ie. 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.