

**REVISED**
**INSET**

# **Training and Assessment of Higher Level Teaching Assistants - Briefing Sessions**

Date	Time	Venue	Reference
22/6/2006	4.30 - 6.00	Hethel Engineering Centre, Hethel, nr Mulbarton	6RN120
29/6/2006	4.30 - 6.00	West Norfolk Profesional Development Centre	6RN121
6/7/2006	4.30 - 6.00	Fakenham Racecourse	6RN122
13/7/2006	4.30 - 6.00	Norwich Professional Development Centre	6RN123
20/7/2006	4.30 - 6.00	King's Centre, Great Yarmouth	6RN124

HLTA Status recognises and rewards the professionalism and experience of support staff. Schools benefit from having a well-qualified workforce who can enhance the teaching and learning function in the school, and HLTAs gain in confidence and improve their skills.

HLTA Status is suitable for all support staff and schools have successfully deployed staff with the status in the following areas; Librarians, Technicians, Nursery Nurses and Teaching Assistants.

Norfolk LA supports Schools in encouraging their staff to achieve the status and has so far successfully supported over 200 candidates achieve the status, and is once again happy to fund training and associated costs.

## **Routes to achieving HLTA status**

Achieving HLTA status has become much more flexible with training tailored to individual needs. Individual training routes are determined through the completion of a Training Needs Analysis (TNA).

The training programme will be different for every candidate depending on experience.

## **BRIEFING SESSIONS**

To coordinate with the launch of the new application process for we are running briefing sessions throughout the County for HLTA candidates, potential candidates, headteachers, line managers, CPD coordinators and HLTA Mentors. Some of the areas covered will include:-

- Changes to the programme, delivery and training routes
- The new application process including completion of the TNAs
- Future developments
- Testimonials and examples of good practice.

## **Prior Booking is essential**

Sessions will be delivered from 4.30 - 6.00 p.m.

Hethel Engineering Centre, Hethel, nr Mulbarton, 22nd June 2006 - 6RN120

West Norfolk Professional Development Centre, 29th June 2006 - 6RN121

Fakenham Racecourse 6th July 2006 - 6RN122

Norwich Professional Development Centre, 13th July 2006 - 6RN123

The Kings Centre, Great Yarmouth on 20th July 2006 - 6RN124

**FURTHER INFORMATION AND APPLICATION FORMS WILL BE SENT TO SCHOOLS AT THE BEGINNING OF JUNE.**

**Course Leader (s) :**

Denise Beckett

## **Who should attend**

Headteacher	<input checked="" type="radio"/>	Head of Dept.	<input type="radio"/>
Deputy Head	<input type="radio"/>	Classroom teacher	<input type="radio"/>
SENCO	<input type="radio"/>	Returner	<input type="radio"/>
Subject Leader	<input type="radio"/>	NQT	<input type="radio"/>
Classroom Assistant	<input checked="" type="radio"/>	Nursery Nurse	<input type="radio"/>
Supply Teacher	<input type="radio"/>	Pre-school Practitioner	<input type="radio"/>
Governors	<input type="radio"/>		

Other: Mentors and Line Managers

## **Phase**

All

## **Cost:**

£0.00

**PRIOR  
BOOKING IS  
ESSENTIAL**

CPD Coordinators are also invited to attend

## **How to book**

To apply for a place at this activity please visit our INSET Opportunities website at <http://advisoryservice.norfolk.gov.uk/inset> or complete a booking form and return it to:

Carol Burgess  
Norwich Professional Development Centre  
Woodside Road  
Norwich  
NR7 9QL

**Telephone:**

01603 433276

**Fax:**

01603 700236

**E-mail:**

[carol.burgess@norfolk.gov.uk](mailto:carol.burgess@norfolk.gov.uk)