



To book any of these training opportunities  
or to find out more about Support Staff  
Training and Development please contact;

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**THE HIGHER LEVEL TEACHING  
ASSISTANT (HLTA)  
PROGRAMME  
2009/10  
INCLUDING SPECIALISMS FOR  
SECONDARY SCHOOLS**



## **HLTA - TRAINING AND ASSESSMENT**

We continue to offer HLTA training and assessment with two training routes available. Achieving HLTA status is extremely flexible with training tailored to individual needs. Training routes are determined through the completion of a Training Needs Analysis (TNA). Training is delivered termly. Applications for Autumn Term 2009 **MUST BE** received by May half term.

Full details, including the application form and training needs analysis can be found on our website [www.schools.norfolk.gov.uk/go/supportstaff](http://www.schools.norfolk.gov.uk/go/supportstaff). For a hard copy of the application pack, please contact Lisa Harrison on 01603 638098.

### **HLTA SPECIALISMS** **SECONDARY SCHOOLS ONLY** **MATHS AND SCIENCE – SUPPORT PROGRAMME FOR 2009/10**

Additional training is available for candidates working towards achieving HLTA status in these subject areas. The mathematics and science specialisms are aligned with the existing HLTA programme. Candidates complete a subject knowledge and skills review with their line manager to determine their existing subject knowledge. Any gaps in knowledge will need to be addressed before the candidate goes forward for assessment. The breadth of subject knowledge will depend on the context within which the candidate is working, and the candidate's line manager/headteacher will make a judgement about this. **Training forms part of the HLTA programme and is fully funded by the TDA, places can be offered to all staff working in these curriculum areas however priority places will be given to HLTA candidates.**

### **HLTA MATH**

The model for delivering specialist maths support is very different with candidates being invited to join termly network meetings. Membership of these networks is continuous and candidates have the option to dip in and out depending on need. The networks are designed to offer a continuous programme of professional development. Content delivery will vary each term and is very flexible.

Participants have the opportunity to;

- Share good practice / resources
- Look at effective planning of lessons
- Cover curriculum changes
- Develop practices to support learners
- Share plans and resources
- Look at roles and responsibilities and effective working practices.

## **HLTA SCIENCE**

Attendance at this training will enable candidates to provide evidence of the acquisition and application of subject knowledge for HLTA status. This training is suitable to all staff working in this curriculum area who want to update their subject knowledge in KS3 and 4.

### **Science Training - Programme for 2009**

| Course Title               | Date     | Venue                          |
|----------------------------|----------|--------------------------------|
| Intervention & Resources   | 2.04.09  | NPDC                           |
| Supporting practical work  | 3.04.09  | NPDC                           |
| Misconceptions & Modelling | 27.04.09 | NPDC                           |
| Cells                      | 29.04.09 | NPDC                           |
| Interdependency            | 6.05.09  | Nightingale Centre, Poringland |
| Particles                  | 22.05.09 | Nightingale Centre, Poringland |
| Forces                     | 01.06.09 | NPDC                           |
| Energy                     | 15.06.09 | NPDC                           |

**APPLICATIONS FOR SCIENCE TRAINING MUST BE RETURNED BY 12<sup>TH</sup> MARCH FOR THE SUMMER TERM TRAINING.**

### **NEW DEVELOPMENTS** **HLTA FOOD TECHNOLOGY**

The TDA have recently announced funding for HLTA subject specialist training in Food Technology. We await further information from our Regional Providers of assessment and will keep schools updated. Any Schools interested in contributing to this training should contact Denise Beckett [denise.beckett@norfolk.gov.uk](mailto:denise.beckett@norfolk.gov.uk) to discuss.

**Full details of all these opportunities can be found on our website [www.schools.norfolk.gov.uk/go/supportstaff](http://www.schools.norfolk.gov.uk/go/supportstaff)**