

ECGE6001 Skills for Life: Employability and Future Pathways

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Higher Level Teaching Assistant (HLTA)



What is a HLTA?

A Higher Level Teaching Assistant is an individual that does all the regular jobs that a Teaching Assistant but HLTA individuals have and increased level of responsibility. Jobs such as:

- Teaching their own class
- Cover for planned absences and
- Cover for teachers to plan and mark work.

(Skillsforschools.org.uk. 2020)

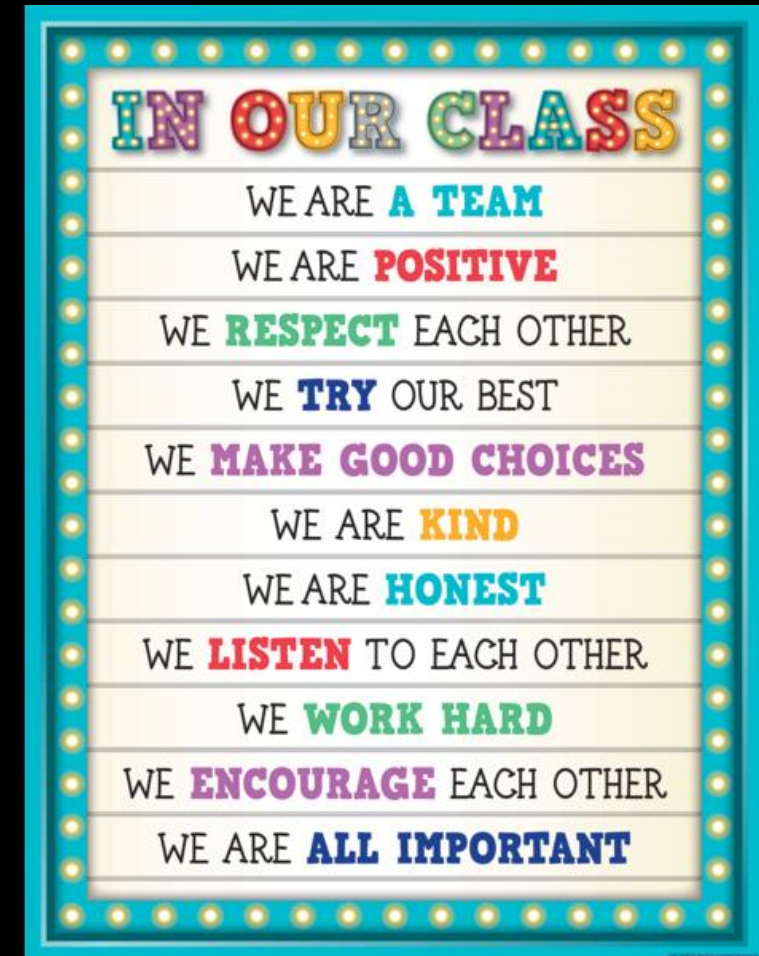


Employment Opportunity

Expectations

- Planning, preparing and delivering learning activities with individual pupils, groups and whole classes
- Assessing and recording reports on pupils progress
- Managing other classroom based staff
- Develop a specialist curriculum area within the school
- Liaise with parents and carers on sensitive issues for particular pupils.

(Skillsforschools.org.uk. 2020)



Employment Opportunity

Experience

- Demonstrate the 33 HLTA professional that was achieved.
- Show understanding of ICT use how to use it to support your work.
- Be qualified in Maths and English at Level 2.
- Have training in relevant learning strategies.
- Provide specialist skills and training within the curriculum.
- Must already work as a teaching assistant and have support from the head teacher.

(Skillsforschools.org.uk. 2020)



Employment Opportunity

Duties

These duties can vary in different settings, however, in order to meet the HLTA standards they must demonstrate the following:

- Promoting inclusion of all pupils within the learning environment.
- Organise classroom activities – planning and setting up resources.
- Teaching small groups of children in and outside of the classroom.
- Providing verbal and written feedback of each session to teaching staff.
- Work with staff to evaluate pupils learning progress.
- Follow school policies, including those related to learners' wellbeing and SEN.

(What is HLTA status? – Higher Level Teaching Assistant, 2019)



Professionalism

What is professionalism?

Professionalism is “the conduct, aims or qualities that mark a profession or a professional person.”

Professionals are known for their specialised knowledge and each individuals had made the commitment develop and improve on their skills. Depending on the level of their knowledge some individuals have degrees and certifications that serve as a foundation of their knowledge.

Professionals are reliable and are there to get the job done. If there are complications they will do their their best to keep their promise and work to make the situation right.

“Professionals don't make excuses, but focus on finding solutions.”

Professionals are;

- “Competent
- Honest and integrity
- Accountability
- Self-regulation
- Looking the part
- Polite
- Honour your commitments”.

(Mind Tools, 2020)



Teamwork

Effective Team

An effective team in a school workplace should include the following:

- Good communication skills (verbal and non-verbal).
- Being flexible.
- Making time for meetings.
- Equal contributions and opinions.
- Assign roles accordingly.
- Support skills (congratulating and consoling)
- Ensure there is proper documentation made and filled appropriately.



Qualities

- Confident
- Patient
- Excellent listening and communication skills
- Hard working
- Team player
- Open minded
- Calm when a problem arises

Organisational Skills

Being an organised individual means that they are capable of planning, prioritising and able to achieve their goals set. "These skills are essential for multitasking and keeping a business running smoothly and successfully." (Doyle, 2019)

Organisational skills that are important are things such as:

- "creating and keeping deadlines
 - Decision making
 - Making schedules and co-ordinating events
 - Teamwork
 - Problem solving
 - Strategic thinking
 - Multitasking and
 - Team management
- Planning
 - Paperwork
 - Marketing
 - Punctuality and
 - Support management

(MacIntosh, 2017)



Critical Thinking

"Critical thinking is the logical , sequential disciplined process of rationalising, analysing, evaluating, and interpreting information to make informed judgements and/or decisions."

Critical Thinking	Creative Thinking
Analytical	Generative
Convergent	Divergent
Left brain	Right brain
Logical	Intuitive
Sequential	Imaginative
Objective	Subjective
Reasoning	Speculating
Reality Based	Fantasy Based
Vertical	Lateral
Probability	Possibility
Judgmental	Non-judgmental
Verbal	Visual
Hypothesis testing	Hypothesis forming
Closed-ended	Open-ended
Pattern Users	Pattern Seekers

Creative Thinking

"Creative thinking is a way of looking at problems or situation from a fresh perspective to conceive of something new and original."

(Critical Thinking vs. Creative Thinking - The Peak Performance Centre, 2020)

References

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