**Introduction:**

Essex County Council, Best Practice Network and Billericay Teaching Alliance are working in partnership to offer colleagues across Essex to gain Higher Level Teaching Assistant (HLTA) status. The following funding application process has been designed to streamline the selection and nomination of teaching assistants eligible for the HLTA status, fully funded by Essex County Council. The aim of this process is to identify dedicated and qualified individuals who will gain the most from this valuable training opportunity. Please carefully follow the steps outlined below to submit applications on behalf of your teaching assistants.

**Funding Application Form:**

Please complete the below application form accurately for each nominated teaching assistant. Ensure that all requested information is provided, paying special attention to the email addresses as they will be used to communicate the application outcome to both the applicant and the school.

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| **Personal Details:**  • Full Name:  • Position/Role:  • School/Organisation:  • Contact Information (Email and Phone Number): |
| **Qualifications:**  • Have you achieved a Level 3 Teaching Assistant qualification or equivalent?  Yes / No (please delete). *(please note, this is not a requirement)*   * Have you attended a HLTA Pedagogy Programme or similar training in the past?   Yes / No (please delete). *(please note, this is not required)*  • Have you achieved grade C /4 at GCSE or Functional skills Level 2 in Maths and English?  Yes / No (please delete). Evidence will be required.  *If the answer is ‘No’, support to pass a non-certified equivalency test may be available, enabling you to evidence the relevant HLTA Standard 11*  Experience:   * Do you have experience of working with pupils to advance their learning on a 1:1 basis? (HLTA Standard 29)   Yes / No (please delete).   * Do you have experience of leading small groups of pupils in order to advance their learning (HLTA Standard 30)   Yes / No (please delete).   * Have you led whole class teaching (HLTA Standard 31) with no teacher present on at least 2 occasions?   Please note, it is not a requirement that you regularly lead whole class learning, just that you have some experience of this. Whole class teaching is not defined by a number of pupils or length of a session. It is relevant to the context of the school setting. i.e. have you led a ‘class’ that is called a ‘class’ at your school and would otherwise have been led by a teacher, on at least two occasions? You need not have been alone – you may have been supported by an HLTA or other adult who does not hold QTS, but not the teacher)  Yes / No (please delete).  If no, please answer the question below  Has the school agreed to provide opportunities for you to lead whole class learning on at least two occasions before the day 1 event?  Yes / No (please delete). If no, you will not be eligible for this funded programme at this time |
| **Motivation (To be completed by a member of the School Leadership Team):**  Please provide a brief statement (up to 150 words) explaining why you believe the teaching assistant should be considered for HLTA status. Include any relevant achievements, skills, or experiences that make them a strong candidate. |
| **Commitment and Availability:**  • Can the Teaching Assistant commit to the required hours of study and coursework for the HLTA status? Yes / No (please delete).  • Are there any anticipated scheduling conflicts or challenges that may hinder their ability to fully participate in the training? Yes / No (please delete). |
| **Support from School:**  • Has the school management team approved the nomination of the teaching assistant for the HLTA status? Yes / No (please delete).  • Is the school willing to provide necessary support, such as allocating study time or granting flexibility in duties to accommodate preparation and assessment requirements? Yes / No (please delete). |
| **Training Provider:**  Do you require contact details of approved training providers who deliver the Higher Level Teaching status? Yes / No (please delete).  If you already have a training provider, please provide their name, and contact details including email address below: |
| **Signatures:**  Name of Teaching Assistant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Senior Leadership Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Submission:** Please submit the completed application form via email to [ecctrainingforschools@essex.gov.uk](mailto:ecctrainingforschools@essex.gov.uk). The subject line should read " HLTA status Application - [Teaching Assistant's Full Name]."

**Selection Process:** Applications will be carefully assessed based on eligibility, commitment, suitability, and the potential impact on the teaching assistant's professional growth and the school's objectives.

**Notification:** Both the school and the applicant will receive an email notification regarding the outcome of the funding application, within 10 working days.

**Funding:** Schools have the responsibility for selecting a Training Provider to deliver the HLTA status and ensuring that the Teaching Assistant is enrolled on the training course. Once your Training Provider has been confirmed and a start date agreed for the training the school must request an invoice. This invoice should then be emailed to [ecctrainingforschools@essex.gov.uk](mailto:ecctrainingforschools@essex.gov.uk).

Essex County Council will pay the training costs directly to the Training Provider up to a value of £800 per Applicant, following the submission of the school's invoice and a copy of the enrolment paperwork from the Training Provider. Payment for the training costs will be divided into two equal instalments. The first payment will be disbursed upon enrolment, and the final instalment will be issued upon successful completion of the training. Evidence of completion of the training will be confirmed by an email from the Training Provider. By following this process, we can ensure a smooth and efficient payment process for the training expenses.

**Confidentiality:** All application materials will be treated with the utmost confidentiality and used solely for the purpose of assessing eligibility for the HLTA status.

**Thank you** for your active participation in this funding application process. If you have any questions or require further information, please do not hesitate to contact via email at [ecctrainingforschools@essex.gov.uk](mailto:ecctrainingforschools@essex.gov.uk).

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