



Sarah Jones, left, receiving her HLTA of the Year 2018 London winners trophy.

Inspired by Sarah's achievements [click here](#) to find out how you can become an HLTA.

Some of Sarah's key responsibilities & achievements working as an HLTA at her school to date include:

Sarah plans alongside the class teacher and is aware of standards of attainment. Working with focus groups going above and beyond preparing work at home and meeting parents to support them in supporting their child.

Sarah delivers a range of programmes including booster groups, phonic groups, nurture groups and speech & language programmes.

Being competent with ICT Sarah manages the school website and will often support colleagues who may struggle with computing skills.

Sarah has trained in the Elkan speech & language programme.

"Sarah Jones has been an integral part of school life at Crownfield Infant and Nursery School for well over 18 years. She has performed many roles within the school on her journey to becoming an 'Outstanding HLTA'. Not only is she responsible for planning, teaching and assessing lessons, she attends planning meetings whilst also finding the time to feedback individually to class teachers. Her marking and feedback is strong and her use of support staff within the classroom environment is highly effective. Sarah ensures all children are included within her sessions and is able to identify specific groups and target their learning needs in order to move them forward in their learning. Sarah is also responsible for running the school website, ensuring that it is compliant whilst also providing an engaging platform. She ensures that school stock is kept at the appropriate level and that the school Library is fit for purpose. She is the support staff governor for the school and provides both challenge and support where necessary. Sarah has given up her own time to deliver SATs booster groups after school and has helped those specific children achieve milestones, which were initially difficult to achieve. Sarah has given her heart and soul to the school and the children have benefitted immensely because of her pursuit for perfection. Sarah is hard working, diligent and most importantly flexible. She is able to adapt quickly to the varying needs of the children in her care and as a result is able to work throughout the school. Sarah is a great asset to the school not only in what she brings personally but also in how she has helped train and develop other member of staff, using her breadth of knowledge within the school."

Deputy Head Teacher, Crownfield Infant School