**NPQH**

Application Form, Reference

And Statement of Sponsorship

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|  | **Region: North East** |
| **Provider: Leadership for the North East (L4NE)** |

**Evidence of competencies:**

* **Experience at Senior Leadership**
* **Self-awareness**
* **School improvement**
* **Teaching and Learning**

**General guidance**

This form is to be completed by both the applicant and the applicant’s NPQH sponsor, usually the head-teacher or line manager.

Please complete the relevant registration sections with your personal and contact details. As part of the registration process the applicant also needs to complete the declaration and the sponsor the confirmation of sponsorship.

The form is set out in two parts: registration and sections 1-5. Sections 1-4 are to be completed by both applicant and sponsor. For all of the sections, 1-4 applicants should complete the first part and the sponsor the second part which constitutes the reference. Applicants have up to 250 words for each section and sponsors up to 100 words.

Section 5 is for the applicant only to complete and requires a brief outline of post(s) held and senior leadership roles/work experiences in the last three years.

**Reference and statement of sponsorship**

Sponsors are asked to sponsor and support the applicant throughout NPQH. You are asked to provide a reference which takes the form of a commentary to sections 1-4 of the application form and to validate and add to the evidence provided by the applicant and recommend him/her for the NPQH programme. You are specifically asked to:

* verify the evidence presented in the application form and provide any relevant additional evidence
* give your assessment of the applicant’s achievements and the impact of his/her leadership, providing quantified evidence of the positive difference his/her work has had in the organisation and on meeting its goals where appropriate
* state that, in your professional opinion the applicant will be ready to take up a headship as his/her next post
* commit to supporting the applicant through NPQH, providing the necessary funding (if appropriate) and the time to undertake relevant development activities

The additional evidence you provide will be assessed as part of the application process. We very much appreciate your time and commitment in completing this application.

**You should note that the application will not be considered without the application form being complete, including the sponsor parts that comprise the reference and statement of sponsorship.**

**Please return the completed form by email to Anna Herdman –** [**aherdman@stbedes.durham.sch.uk**](mailto:aherdman@stbedes.durham.sch.uk)**Registration:** applicant details

To be completed by applicant

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | | | Forename | | |  | | | | | | Surname | | |  | |
|  | | | | | | | | | | | | | | | | | |
| Gender | |  | | | Date of birth | | |  | | | [Email](#Page3) | |  | | | | |
|  | | | | | | | | | | | | | | | | | |
| [Teacher Reference Number](http://www.capita.co.uk/) | | | | | |  | | | | [School URN](#Page3) | | |  | | Date of application | |  |
|  | | | | | | | | | | | | | | | | | |
| [Phone](#Page3) | | | 01 | | | | | | Mobile | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | |
| School Name and Address | | |  | | | | | | [Alternative contact address](#Page3) | | | | |  | | | |

\***All fields in this section are mandatory; failure to complete will result in your application being rejected.**

**Applicant declaration**

* I certify that the information I have provided in this form is correct and my own work.
* I understand that I may be withdrawn from NPQH if I fail to respond to contact from my NPQ provider.
* I will undertake to inform my NPQH provider of any change in my circumstances that may disqualify me from becoming a head-teacher.
* I certify that I am currently not subject to any disciplinary action and undertake to inform the provider if this status changes in the future.
* I consent to my employer disclosing such information to the provider as may be necessary to corroborate the personal details provided in this form.
* I certify that, if I am not an applicant from a maintained school, I have up-to-date Criminal Records Bureau (CRB) clearance. (UK only)
* I certify that I know of no legal reason why I should not become a head-teacher.
* I understand that, if I am in a maintained school, my local authority will be informed of my progress at major milestones and my graduation from NPQH.
* I understand that by submitting this application, I am consenting for you to share my data with third parties in connection with NPQH and for any internal research purposes.

**By providing this information to your chosen provider you are declaring all of the statements to be true.Registration:** sponsor details

To be completed by sponsor

|  |  |
| --- | --- |
| Your name |  |
|  | |
| Your role |  |
|  | |
| Your place of work  (school/organisation name) |  |
|  | |
| How long have you known the applicant? |  |

## Sponsor commitment of support and declaration

**By submitting this form to the licensed provider, you are declaring the following:**

1. In my professional judgement, the applicant will be ready to take up a headship post as his/her next job.
2. I certify that I know of no legal reason why the applicant should not become a head-teacher.
3. I agree to provide the applicant with the time to undertake professional development activity in relation to NPQH.
4. While the applicant is working towards NPQH, I undertake to inform his or her NPQH providers of any relevant change in his or her circumstances which might disqualify him or her from becoming a head-teacher or of any capability issues or disciplinary actions of which he or she is the subject.
5. I certify that the information I have put on this form is correct.

**As the applicant’s sponsor you will also need to complete the following commitment of support.**

To be completed by sponsor

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| As the applicant’s sponsor, I agree to provide this individual with time to undertake professional development activity in relation to NPQH, should his or her application be successful. | Yes / No |
| If no, please give reasons: | |
|  | |
| Is the applicant currently working in a school context? | Yes / No |

In accordance with the Data Protection Act, the applicant you are providing a reference for has the right to view the reference, should they request to do so. Please do not include any information that you would not be happy to discuss with the applicant as part of a professional conversation.

**Section 1 Experience and performance as a senior leader**

In this section, demonstrate your **readiness for headship.** Please provide your best **two** recent examples of **senior leadership roles/work experiences** where you have led at whole-school/organisation level and **explain how they demonstrate your readiness for headship.** You should include **evidence of your main achievements** in these roles (e.g. your **personal impact and the positive difference** your work has had in the organisation and on meeting its goals) to justify that your next job will be headship. Please ensure you describe briefly the senior leadership roles/work experiences you have chosen and give the dates.

### Section 1: Applicant

To be completed by applicant

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| **Words used: /250 word limit** |

To be completed by sponsor

### Section 1: Reference and statement of sponsorship

You are asked to verify the evidence provided by the applicant, provide any relevant additional evidence and give your assessment of the applicant’s achievements and the impact of his/her leadership. Please provide evidence of the positive difference his/her work has had in the organisation and on meeting its goals where appropriate.

*\*Please remember to anonymise your responses by using “the applicant” instead of their name.*

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| **Words used: /100 word limit** |

**Section 2 Self-awareness and self-management**

In this section, please provide evidence of how you have planned your development to prepare yourself for headship and to develop the technical knowledge required for the role. You should demonstrate your competency in **self-awareness and self-management,** say how you have improved your leadership as a result and provide evidence of how your performance has actually improved. In addition, please identify two aspects of your leadership that you consider you need to develop further on NPQH and to say why you have identified these areas.

### Section 2: Applicant

To be completed by applicant

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| **Words used: /250 word limit** |

### Section 2: Reference and statement of sponsorship

To be completed by sponsor

You are asked to verify the evidence provided by the applicant, provide any relevant additional evidence and give your assessment of the impact of the applicant’s development for headship and comment on the further development needed prior to headship that the applicant has identified, and any other leadership development needed.

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| **Words used: /100 word limit** |

**Section 3 Delivering continuous improvement**

Please give an example of leading at whole-school or organisational level in which you can demonstrate **delivering continuous improvement** - how you have clarity of vision, understand school performance and work with stakeholders to provide strategic direction and to plan and lead the delivery of strategies to secure sustainable improvement. Ensure you provide dates and evidence of the impact and positive difference you made.

To be completed by applicant

**Section 3:** Applicant

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| **Words used: /250 word limit** |

### Section 3: Reference and statement of sponsorship

To be completed by sponsor

You are asked to verify the evidence provided by the applicant, provide any relevant additional evidence and give your assessment of the applicant’s achievements and the impact of his/her leadership. Please provide quantified evidence of the positive difference his/her work has had in the organisation and on meeting its goals where appropriate.

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| **Words used: /100 word limit** |

**Section 4 Modelling excellence in teaching**

Please give an example of leading at whole-school or organisational level in which you can demonstrate **modelling excellence in teaching** - how you have a deep understanding of excellent/outstanding teaching and adopt a systematic approach to monitoring teaching in order to lead a wide range of improvement strategies. Ensure you provide dates and evidence of the impact and positive difference you made.

To be completed by applicant

**Section 4:** Applicant

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| **Words used: /250 word limit** |

### Section 4: Reference and statement of sponsorship

To be completed by sponsor

You are asked to verify the evidence provided by the applicant, provide any relevant additional evidence and give your assessment of the applicant’s achievements and the impact of his/her leadership. Please provide quantified evidence of the positive difference his/her work has had in the organisation and on meeting its goals where appropriate.

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| **Words used: /100 word limit** |

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| **Words used: /200 word limit** |

### Section 5: Applicant only

Give a brief outline of post(s) held and senior leadership roles/work experiences in the last three years.

To be completed by applicant

|  |  |  |
| --- | --- | --- |
| Post | Date | Senior leadership roles/work experiences |
|  |  |  |
| **Words used: /200 word limit** |