**NPQH Application Form**

**National Professional Qualification for Headteachers**

*For current and aspiring Headteachers*

# *To be completed by Applicant and Sponsor\**



\*Your sponsor will be a person who knows your work well, and can verify and add to what you write in this application. S/he will usually be your headteacher or executive headteacher. If not, please explain your choice of sponsor within your application.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 1 - Applicant details | | | | | | | | | | | | | | | |
| **Title:** |  | | | **Forename:** |  | | | **Family or surname:** | | | |  | | | |
|  | |  |  | | |  | | | |  |  | | | | |
| **Date of Birth:** |  | | | **Email address:** |  | | | | | | | | **Provider** |  | |
|  | |  | |  | |  | | | |  |  | | | | |
| **Teacher Reference Number (TRN):** | | | |  | | | **School URN:** | |  | | | | **Date of application:** | |  |
|  |  | | |  | |  | | | |  |  | | | | |
| **School or organisation name and address:** |  | | | | | | **Alternative**  **contact details:** | |  | | | | | | |
| **Applicant Statement:** I certify that the information in this form is correct, is all my own work and that I will inform my provider of any change in my circumstances that may prevent me from completing the programme. Further, that I am currently not subject to any disciplinary action nor disqualified from teaching and undertake to inform my provider if this status changes in the future. I understand that by submitting this application, I am consenting for my data to be shared with third parties in connection with this NPQH programme. | | | | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Section 2 - Sponsor details | |  |  |
| **Name:** |  |  | **Sponsor Statement:**  By submitting this form you are declaring the following:  In my professional judgement, the applicant above will be ready to take up headship within eighteen months. I certify that I know of no legal or other reason why the applicant should not become a Headteacher. I undertake to provide the applicant with the time and resources to undertake professional development activity related to NPQH. I certify the information I have written on this form is correct. |
| **Role:** |  |  |
| **Place of work:**  **School / Organisation name:** |  |  |
| **How long have you known the applicant?** |  |  |

|  |
| --- |
| Section 3 - Statement by Sponsor |
| Please write in no more than 100 words your reasons for supporting this application. |
| ***Number of words used /100*** |

|  |  |  |
| --- | --- | --- |
| Section 4 - Applicant Only – Brief outline of post(s) held and Senior leadership roles/ Leadership experience within the last 3 years | | |
| Post | Dates | Senior Leadership Roles / work experiences |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*NB The word ‘school’ is used throughout to indicate school, setting, academy, trust, provision or organisation.*

|  |  |
| --- | --- |
| Section 5 - Either Strategy and Improvement OR Teaching and Curriculum Excellence | |
| **Strategy & Improvement**   1. Give an example of where you have planned and implemented a school improvement initiative based on an analysis of the school’s current needs 2. What data was used and what did your analysis show? 3. Give evidence of the impact of this initiative on pupil progress and attainment 4. Describe how you collaborated with the governance board regarding this improvement | **Teaching & Curriculum Excellence**   1. Describe your role in the leadership of teaching in your school 2. Give an example of a project you have led, or played a substantial role in, that has improved progress or attainment across the school – be specific about the role you played and the new thinking and ideas you brought to the school 3. Describe how this project met the needs of all pupils, including those with particular needs 4. Describe how you sought to prevent teacher workload being increased by the implementation of this project |
| **Applicant Evidence – respond to all FOUR Questions for S&I or all FOUR questions for TCE – (450 words maximum). Please state which content area you are responding to. Your responses must be to the questions in one of the two boxes above only:**  ***My evidence is for S&I/ TCE (delete as appropriate)***  **1. S&I Initiative or TCE Leadership of teaching**  **2. S&I Data and analysis or TCE Improve attainment and progress**  **3. S&I Impact or TCE Met pupil needs**  **4. S&I Governance board or TCE Teacher workload**  ***Number of words used /450*** | |
| **Sponsor verification and evidence of applicant’s impact (100 words maximum):**  ***Number of words used /100*** | |

|  |  |
| --- | --- |
| Section 6 - EITHER Leading with Impact OR Working in Partnership | |
| **Leading with Impact**   1. Describe your preferred leadership style(s) and how you adapt this/these to different situations and your interactions with different groups or individuals 2. Give an example of how you would address the challenge of a teacher who was resisting a change you were leading 3. How do you seek to engage as wide a range of stakeholders as possible in school improvement? 4. What differing approaches do you take to influence different groups of stakeholders? | **Working in Partnership**   1. Describe your current strengths in working in partnerships and collaborations 2. What role have you played in initiating partnerships or collaborations which improve the school’s capability? 3. Describe your own analysis of the benefits these partnerships or collaborations have brought to your school 4. How have you used your strengths to support other schools? |
| **Applicant Evidence – Respond to all FOUR Questions for LWI or all FOUR questions for WIP – (450 words maximum):**  ***My evidence is for LWI/ WIP (delete as appropriate)***  **Please state which content area you are responding to. Your responses must be to the questions in one of the two boxes above only:**  **1. LWI Leadership style or WIP Collaboration**  **2. LWI Resistance to change or WIP Improve school capability**  **3. LWI Engage stakeholders or WIP Benefits**  **4. LWI Influence stakeholders or WIP Support other schools**  ***Number of words used /450*** | |
| **Sponsor verification and evidence of applicant’s impact (100 words maximum):**  ***Number of words used /100*** | |

|  |
| --- |
| Section 7 - Managing Resources and Risks |
| 1. What role have you played in helping to manage your school’s financial resources, including at a whole school level? 2. What role have you played in helping to manage your school’s staffing resources, including at a whole school level? 3. What role have you played in helping to manage your school’s accommodation and educational resources, including at whole school level? 4. What role have you played in ensuring strong accountability, and that risks have been managed in line with statutory requirements and guidance? |
| **Applicant Evidence – Respond to all FOUR Questions for MRR – (450 words maximum):**  **1. MRR Financial resources**  **2. MRR Staffing resources**  **3. MRR Accommodation and educational resources**  **4. MRR Manage risks**  ***Number of words used /450*** |
| **Sponsor verification and evidence of applicant’s impact (100 words maximum)**  ***Number of words used /100*** |

|  |
| --- |
| Section 8 - Increasing Capability |
| 1. How have you ensured good or outstanding staff performance is recognised in your school? 2. Where is your school’s teacher appraisal system most successful, and how might it be made even better? 3. What role have you played in the planning and delivery of high-quality professional development in your school? 4. Describe how you have or would improve leadership capacity and/or succession planning in your school |
| **Applicant Evidence – Respond to all FOUR Questions for IC – (450 words maximum):**  **1. IC Excellent staff performance**  **2. IC Improve appraisal system**  **3. IC Professional development**  **4. IC Improve leadership capacity**  ***Number of words used /450*** |
| **Sponsor verification and evidence of applicant’s impact (100 words maximum):**  ***Number of words used /100*** |