

**National
Professional
Qualification for
Headship**

Application Form 2017-18

SECTION 1: NPQH REGISTRATION: applicant details**To be completed by applicant**

Title	Choose an item.	Forenames	Click here to enter text.	Surname As stated on QTS Certificate	Click here to enter text.
Current Surname (if applicable)		Click here to enter text.			

Ethnic Group	Choose an item.	Gender	Choose an item.
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Date of Birth	Click here to enter a date.
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Do you consider yourself to have a disability?	Choose an item.
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(if YES please include information with your application)
Click here to enter text.

Dietary Requirements (Include details of any allergies)
Click here to enter text.

Head Teacher's Name	Click here to enter text.		
School Address	Click here to enter text.		
School Phone (inc. extension)	Click here to enter text.		
Email (applicant's school email)	Click here to enter text.		
Your Job Title	Click here to enter text.	Date of Appointment	Click here to enter a date.
Teacher Reference Number	Click here to enter text.	School URN	Click here to enter text.
LA or Area	Click here to enter text.	Phase	Click here to enter text.
Workplace Classification e.g. Maintained, Academy.	Click here to enter text.	PLASC Number on roll (from most recent report)	Click here to enter text.

PERSONAL CONTACT DETAILS

Home Phone (Landline)	Click here to enter text.
Mobile (Personal)	Click here to enter text.
Email (Personal)	Click here to enter text.
Home Address	

PROGRAMME COSTS (This section is for the person responsible for making payment)

Fees and Scholarships			
Please note full programme costs include final assessment			
Full cost of Programme	LSSW scholarship award is based on the most recent PLASC report for your school		LSSW price per applicant
£1800	Full cost of the programme without scholarship	£1800	Full Cost
	Primary schools with 101 - 200 pupils on roll	£1650	LSSW scholarship £150
	Primary schools with 100 pupils or less on roll	£1500	LSSW scholarship £300

- For all other applications the total cost is £2100 which includes Final Assessment.
- I agree to pay the appropriate cost of the programme prior to the course commencing from Autumn 2017.
- The Invoice will be raised against the School/Organisation.

Signed:*		Date	Click here to enter a date.
Print Name:*	Click here to enter text.		
School Role:*	Click here to enter text.		
Email:*	Click here to enter text.		
Electronic signatures are accepted			

*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 licensed provider.
- I will undertake to inform my NPQH providers/licensees 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 Disclosure and Barring Service (DBS) 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.
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Signed		Date	Click here to enter a date.
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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:	Click here to enter text.
Your role:	Click here to enter text.
Your place of work (school/organisation name):	Click here to enter text.
How long have you known the applicant?:	Click here to enter text.
Telephone number:	Click here to enter text.
Email address:	Click here to enter text.

Signed *:

Date:

Click here to enter a date.

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/licensees 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.
6. I have read the NPQH application guidance for sponsors and understood the sections relating to funding contained therein.

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

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.

Choose an item.

If no, please give reasons:

Is the applicant currently working in a school context?

Choose an item.

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 2: SELF-ASSESSMENT AGAINST THE SIX NPQH CONTENT AREAS

Please assess your experience, ability and impact against the following six NPQH content areas and tick accordingly using the four-point scale in Appendix 1 and referring to the content areas descriptors in Appendix 2 of the Application Guidance document.

When complete, sponsors are asked to countersign the applicant's self-assessment to verify judgements.

	1	2	3	4
Strategy and Improvement				
Teaching and Curriculum Excellence				
Leading with Impact				
Working in Partnership				
Managing Resources and Risks				
Increasing Capability				
Sponsor's Signature:				

SECTION 3: SPONSOR'S ASSESSMENT OF THE APPLICANT AGAINST THE SEVEN NPQH LEADERSHIP BEHAVIOURS

Sponsors are asked to assess the applicant against each of the seven Leadership Behaviours (see Appendix 3 of the Application Guidance document) using the four point scale in the Application Guidance document and tick accordingly in the table below

When complete, applicants are asked to countersign the sponsor's assessment to signify agreement.

	1	2	3	4
Commitment				
Collaboration				
Personal Drive				
Resilience				
Awareness				
Integrity				
Respect				
Applicant's Signature:				

SECTION 4: REFLECTIVE STATEMENT

The applicant is asked to write reflectively upon a significant school improvement or change management project they have led. **In no more than 750 words** applicants should:

- Analyse and describe why the work was needed
- Highlight key actions taken
- Evaluate the impact on student progress and achievement
- Assess the impact on your own Leadership Behaviour
- Reflect upon the outcomes and describe what was learnt and what you would do differently next time.

NB: Sponsors are asked to verify the reflective statement and write in support of the applicant's suitability to join the programme

Click here to enter text.

Word count:

Sponsor's Signature:

SECTION 5: APPLICANT'S CURRICULUM VITAE

Please attach a copy of an up-to-date curriculum vitae, detailing posts held and qualifications gained.

Please submit your application to the email address below:

Email: admin@leadingschoolssouthwest.org.uk

If you have any queries, contact our admin team on the number below:

Tel: 01752 636700 Ext 5706