NPQH Guidance Document for Applicants

This document is designed to clarify the way in which your application will be evaluated by a NETSP assessor in order to determine your readiness for NPQH. The questions below are used to assess the quality of your application. All other information gathered is for the purposes of contact and statistics. Only the nine questions detailed below will be used to evaluate your application.

Results of Application

The NETSP team will contact you by e-mail as soon as possible after you have submitted your application to inform you whether you have secured a place on the next NPQH programme. There are two possible outcomes: Ready to begin NPQH or Not ready to begin NPQH.

Ready to begin NPQH

Following a successful application, the NETSP team will contact you with the dates and venues of your face-to-face days on the NPQH programme. A NETSP application assessor will provide feedback on your application in relation to the strengths and areas for development on the NPQH programme. You will receive an NPQH Application Outcome Report (see Appendix A) at your Induction face-to-face session. This will allow you to set personal targets as you prepare for Headship.

Not ready to begin NPQH

Should your application be unsuccessful, the NETSP team will contact you with feedback highlighting areas for development. A NETSP application assessor will provide feedback on your application in relation to the strengths and areas for development on the NPQH programme. You will receive an NPQH Application Outcome Report (see Appendix A) as a stimulus for further personal professional development in your organisation. This will allow you to prepare a re-application to NETSP for a subsequent NPQH programme.

Application Question Assessment Criteria

Content Areas

NPQH has six content areas:

- Strategy and Improvement
- Teaching and Curriculum Excellence
- Leading with Impact
- Working in Partnership
- Managing Resources and Risks
- Increasing Capability

Questions 1-6 invite you to provide evidence of your developing knowledge and skills in the content areas. The criteria we use to evaluate each content area response are detailed below, and are based on the final assessment criteria for NPQH.

Application Question 1 – Strategy and Improvement

- Analyses the implications of changes in the external and strategic environment and applies findings to own plans
- Deploys critical thinking and statistical and/or data analysis tools, techniques and concepts during the design of own plans
- Collaborates with the governing board during the design and implementation of plans, describing the benefits of doing so
- Analyses research into, and examples of, the leadership of change, drawn from a range of schools and non-school contexts, and applies findings to the design and own leadership of plans

Application Question 2 – Teaching and Curriculum Excellence

- Analyses a range of domestic and international research into, and examples of, the leadership of teaching and applies findings to own plans
- Designs, leads, implements and evaluates an evidence-based change programme that improves pupil progress and/or attainment at whole-school level
- Evaluates, monitors and responds to the needs and performance of all pupils in a school, including through provision for groups of pupils with particular needs
- Assesses the impact of new initiatives on teacher workload, implementing options to minimise or mitigate this where necessary

Application Question 3 – Leading with Impact

- Analyses the effectiveness of different models of leadership, drawn from schools and non-school contexts, including the distribution of accountability and responsibility
- Adapts or tailors their leadership style to lead effectively in different situations
- Analyses stakeholder views systematically and applies this understanding to communicate, negotiate or persuade
- Evaluates different communications/stakeholder engagement strategies and applies findings to the design and implementation of own communications/ stakeholder engagement strategy

Application Question 4 – Working in Partnership

- Analyses the school's strengths and weaknesses and initiates relevant partnerships/collaborations to improve school capability
- Analyses different models of partnership working/opportunities for collaboration and their relevance to own plans
- Exploits opportunities to support other schools, through collaboration and partnership in own school's area(s) of expertise

Application Question 5 – Managing Resources and Risks

- Analyses school's resourcing challenges in terms of finances, staffing, teacher workload and educational resources, and designs plans to address these
- Formulates a curriculum-led budget aligned to plans
- Evaluates the effectiveness of school's accountability arrangements for managing resources and risks, recommending improvements where necessary to deliver plans successfully

Application Question 6 – Increasing Capability

- Designs systems to evaluate, manage and reward staff performance effectively
- Evaluates research into, and examples of, high-quality professional development within and outside of the school, and applies findings to own plans
- Analyses current and future organisational capability challenges and designs plans to address these

Assessment Plans

The assessment requirements for NPQH involve running improvement initiatives in two schools:

1. Leading a whole-school change programme (Content areas 1-4 above). This will be in your home school
2. Designing an action plan to a school's resourcing and capability needs (Content areas 5-6 above). This will be in your 9-day placement school.

Before your begin NETSP's NPQH programme, you should consider the focus for each of these initiatives, which is why we ask you to comment on these in your application. Your initial ideas will naturally be refined as the programme progresses.

Application Question 7 – In-school task (Task 1)

You must show you are prepared to:

- Lead change programme at whole-school level, lasting at least 2 terms, to improve pupil progress and attainment.
- Present the plan to the Governing board prior to implementation, and gather their feedback.
- Submit a written account of the project to the provider for assessment, which aims to evidence the criteria indicated. This should cover the design, implementation and evaluation of the programme.
- Submit supporting documents/material. Supporting evidence must be concise and directly related to the candidate's project and corresponding assessment criterion.

Application Question 8 – Placement school task (Task 2)

You must show you are prepared to:

- Undertake a placement in a contrasting school (for example, by performance, pupil profile, geography etc.), lasting at least 9 working days.
- Research the placement school's current and/or projected resource and capability challenges, and design an action plan to address these.
- Present the plan to the placement school's governing board and gather their feedback.
- Submit a written account of the project to the provider for assessment, which aims to evidence the criteria indicated
- Submit supporting documents/material. Supporting evidence must be concise and directly related to the candidate's project and corresponding assessment criterion.

Application Question 9 – Other relevant training and/or professional development

You must provide evidence of any other relevant training and/or professional development to support your NPQH application.

Evaluating Your Responses

As part of their evaluation, the assessor will consider your responses in relation to the recruitment requirement that you will be ready to apply for your first Headship position within 18 months of completing NPQH. They will then make an overall judgement whether to accept or reject your application.

Evaluating Your Responses to Questions 1-6

A NETSP assessor will apply the following mark scheme to the responses you give to questions 1-6:

3 marks – Strong evidence and experience

2 marks – Sufficient evidence and experience to be developed during the NPQH programme

1 marks – Insufficient evidence and experience.

Evaluating Your Responses to Questions 7-9

Returning to your readiness for Headship within 18 months of completing NPQH, the assessor will evaluate whether the evidence you have provided for questions 7-9 is:

- Strong
- Sufficient or
- Insufficient.

Quality assurance

In order to quality assure its NPQH application process, NETSP selects a random sample of applications to be evaluated by an external assessor. All borderline cases are referred to the external assessor in order to determine a final outcome.

Appendix A: NPQH Application Outcome Report

Applicant name:

Application received (date)

Application outcome (date):

Application outcome:

Thank you for submitting your application for NPQH with NETSP. An evaluation of your responses suggests the following outcomes:

Question	Result
1. Evidence of developing knowledge and skills of Strategy and Improvement.	
2. Evidence of developing knowledge and skills of Teaching and Curriculum Excellence.	
3. Evidence of developing knowledge and skills of Leading with Impact.	
4. Evidence of developing knowledge and skills of Working in Partnership.	
5. Evidence of developing knowledge and skills of Managing Resources and Risks.	
6. Evidence of developing knowledge and skills of Increasing Capability.	
Assessment focus, relevant training and professional development.	

Your application was assessed on <<date>> by <<assessor>>