Local leaders of education

This is the last NCTL guidance document available and should be used for information purposes. The sections which are in grey scale relate largely to the application process using the College website and therefore are not appropriate for this pilot. Applications will be made directly to the pilot manager.

Application guidance: November 2012

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**Definition of terms:**

The terms listed below are used throughout the criteria, application form and this guidance. The use of terms is solely for ease of readability; the College does not discriminate between organisations because of their different context.

School also represents academy, nursery, PRU and sixth form College.

Governing body represents the body appointed to be accountable for the management of the school, federation or trust including the Board of Trustees or equivalent.

Headteacher also represents Principal, Chief Executive, Executive Headteacher or Principal.

Introduction:

This document is intended to support headteachers who are interested in applying to become a local leader of education. The document covers key information such as application and assessment dates, tips for completing your application and further information on what happens after your application has been submitted.

If you have any questions relating to LLE throughout the application process, please email us at

[local.leaders@nationalcollege.gsi.gov.uk](mailto:local.leaders@nationalcollege.gsi.gov.uk%20) and we will be happy to help.

**Key dates:**

The recruitment round opens on Monday 3 December 2012. Key dates to be aware of are:

* **Application round closes**: Friday 25 January 2013
* **Reference/sponsor deadline**: Friday 1 February 2013
* **Decisions communicated**: Monday 25 March 2013
* **Induction event**: to be confirmed

**How long will it take to complete an application?**

We advise that you set aside at least 4 days in total to consider, discuss and complete the application form.

You can access the application form [here](http://www.education.gov.uk/nationalcollege/index/support-for-schools/lle/lle-who-is-programme-for.htm) from 12 noon on Monday 3 December.

**Key information to have to hand:**

When you begin the application you must have the following information to hand:

* your contact telephone number(s) and email address
* your teacher reference number
* your school or employer's name, address and postcode, email address and Local Authority
* your school’s unique reference number (URN). This is the six digit number from EduBase
* your referee details including email address
* date of your first headship (MM/YYYY)
* date when you took on your current headship (if different to above) (MM/YYYY)
* dates and school names for any other headship/s you have held
* 2014 attainment results and 2015 targets (if known). The College will obtain your performance results for years 2011-2014 as published on the Department for Education website.
* date of your most recent section 5 Ofsted inspection. The College will obtain your Ofsted data as published on the Ofsted website.
* contact details for Headteacher/senior member of staff you have supported (in a school other than your own)
* detail around how your school has built capacity to enable you to support senior leaders outside your school
* detail of your experience of providing coaching/mentoring support to another Headteacher or senior member of staff in a school other than your own

Before you begin:

**Registration and personal details:**

In order to access the application form you will first need to register as a member of the College.

First time to the College: please follow the registration process by clicking on the ‘Become a member’ button.

Existing member: if you are already a member of the National College you will have a username and password to login. If you need a reminder of this, please click [here](https://registration.ncsl.org.uk/reg/f?p=118:10:1885002360227598).

1. **Check to see if we are recruiting in your area?**

As the College has already met its target of recruiting 2,000 LLEs this recruitment round will only be open to headteachers who:

* are able to work in a target area ([full list of target areas](http://www.education.gov.uk/nationalcollege/index/support-for-schools/lle/lle-apply.htm)), or
* In exceptional circumstances, applications will be accepted from headteachers who are unable to support a school in one of the areas identified, but are able to clearly demonstrate that there is a demand for their support ([see further guidance](http://www.education.gov.uk/nationalcollege/index/support-for-schools/lle/lle-apply.htm))

1. **Talk to your referee/sponsor and chair of governors?**

Your application must be supported by a reference from a sponsor who can comment on your ability to take on the role and commits to deploying you should you be successful and funding available. Those eligible to provide a reference are listed below:

* a DCS or second tier officer from your LA
* a Senior Representative from your diocese
* Headteacher of a teaching school
* Headteacher of a teaching school alliance strategic partner, which has responsibility for school to school support
* a National College Associate, in exceptional circumstances i.e. where your deployment has been through deployment fund

In addition, we may also collate online anonymous feedback from the Headteacher/Senior member of staff to whom you have provided support to in the past. Please ensure that they can comment on the impact your support has had on them and their school.

1. **Take note of requirements**

Questions marked with \* are mandatory and you will not be able to submit your application without completing these questions.

The first part of the application form (part A) has **character limits** which **includes** spaces and bullet points. The second part of the application (part B) has **word** limits which **does not include** spaces or bullet points.

Completing the form section by section

**There are two parts to the LLE application form:**

**Part A:** is online and gathers information relating to your headship experience, your referee and your school’s Ofsted and Performance data

**Part B:** is a downloadable word document and contains 2 questions relating to your experience of providing coaching and mentoring support. This needs to be uploaded in section 6 below.

**PART A: includes six sections in total as outlined below:**

**1. Update your Profile**

If you have previously registered as a member of the College you will be asked to ensure your profile is up to date. Please ensure your details reflected on this screen match your current school and contact details, particularly in the ‘Personal details’ and ‘My establishment’ sections, as these details will be used to contact you and also to obtain your school’s section 5 Ofsted inspection and performance data.

**2. Eligibility confirmation**

The eligibility confirmation screen requires you to confirm that you and your school meet the LLE eligibility criteria. If you are not sure if you meet the eligibility criteria, we advise you to print off the [criteria](http://www.education.gov.uk/nationalcollege/index/support-for-schools/lle/lle-who-is-programme-for.htm) and assess your schools readiness against each criterion.

It is also on this page that you are able to download Part B of the application form which can be completed offline and uploaded at a later date.

**3. Reference**

Having spoken to your referee, it is important that you enter his/her email address correctly. This will ensure that your referee has the maximum time to complete the reference before the deadline of Friday 1 February 2013. **Please note:** as soon as you enter your referee’s details they will automatically be sent a reference request. Therefor if you later decide to withdraw your application, you should inform your referee to avoid unnecessary inconvenience on their part.

**4. Assessment questions**

The questions contained in this section all relate to the quantitative elements of the criteria. Information regarding your headship experience, your school’s Ofsted and your school’s performance data are gathered here.

**5. Upload documents**

This is where Part B of your application should be uploaded. In order to successfully upload please ensure that your document is saved on your desktop, click browse, select your document and click ok. Once the document title shows in the browse box click upload.

**6. Declaration and final submission**

At the end of the application form, you will find a ‘final submission’ page. Once you have submitted you will not be able to review or amend any of your answers, therefore you are strongly advised to go back through the form and review all of your answers at this point. You must ensure that you have answered all of the relevant questions, and uploaded part B of the application form otherwise your application will not contain sufficient evidence to be assessed.

The application form has been designed for ease of use. You may complete your form in stages, and your answers will be saved, provided you save each screen before logging out. You must submit the final application form by the application deadline of midnight on Friday 25 January 2013.

Before submitting your application you will be asked to confirm you have read and agreed to the

‘declaration’ which you will be directed to in the online application form. By submitting your application form you are declaring all of the statements to be true.

**PART B:** contains questions regarding your experience of providing coaching and mentoring support to a headteacher or senior leader in a school other than your own.

There are two questions in total:

1. **Please outline how your school has built capacity to enable you to support senior leaders outside your school. (300 words)**
2. **Please outline your experience of providing coaching/mentoring support to another Headteacher or senior member of staff in a school other than your own. Please include details regarding the type of support provided and the impact this has had on the supported school. (400 words)**

It is important that when answering these questions you focus on the scope, scale and impact of your work.

Please remember to upload your completed assessment answers at the end of the online form, before finally submitting.

What happens next

The LLE [website](http://www.education.gov.uk/nationalcollege/index/support-for-schools/lle.htm) provides details of timelines for the designation process, notification and training.

There are a number of stages to the assessment process, including:

* an initial verification of all data provided in part one of your application, designed to ensure that all proposed LLEs meet the eligibility criteria
* separate expert assessment, including moderation, of part B of your application by an experienced team of professionals in the core area of school-to-school support
* review of the feedback and reference provided
* a final designation panel, comprising of senior educational professionals and representatives of the College

Final decisions will be communicated to applicants by Monday 25 March 2013.

Throughout, the process is supported by a number of impartial senior educational professionals from a variety of organisations, who will bring their broad range of experiences and professional judgement to the table, to ensure that decisions are balanced and objective and made in accordance with the published criteria.