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| **Guidance regarding application and endorsement for the NPQH (Assessment Only).**  **Applicants and Headteachers 2020-21** |
| * Headteacher and applicant familiarise and discuss the WG NPQH Guidance including the Leadership Standards * <https://hwb.gov.wales/professional-development/professional-standards/> * Applicant conducts a self-review of their leadership practice and completes Leadership Standards Review (LSR). * Applicant identifies Leadership Experience to reflect upon and record in the Leadership Experience Task. (LET) * Consider the prompts below prior to the professional discussion regarding application.   + Prompts for Prospective candidate   + Prompts for Headteacher * The Headteacher and prospective applicant meet for a professional discussion to consider the LSR, LET and evidence currently available to demonstrate readiness for the NPQH (assessment only) programme. |
| * Where the evidence is not overtly clear and convincing, application for the Aspiring Headteacher Development Programme (Preparation for NPQH) should be considered. |
| * Where the evidence secures the Headteacher’s agreement they record their endorsement on the application form confirming that: * A professional discussion has taken place with the applicant regarding the applicant’s LSR and LET. * To the best of their knowledge the information provided by the applicant on the application form is correct. * Headship is the realistic next step for the applicant and he/she is actively seeking a headship post * The applicant is a suitable candidate for the NPQH as he/she is able to meet the Professional Standards for Leadership and has the potential to be an effective Headteacher. * The Headteacher will provide time and support for the candidate in preparation for assessment. * The applicant should inform the LA / Challenge Advisor/ SIO of their intention to apply for NPQH. * Upon receipt of the application form each region will arrange for the application to be considered for endorsement through the regional endorsement process. * Where an application receives endorsement, applicants will be notified of arrangements and final dates for the programme. * Where an application does not secure endorsement, applicants may wish to apply for the Aspiring Headteacher programme. |

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| **Prospective Candidate,**  Prompts to consider prior to an application to NPQH (Assessment Only) | |
| It is vitally important that you really consider whether you are ready for assessment before applying. The Assessment Centre is a thorough assessment of readiness for Headship against the Professional Standards and not everyone meets the requirements. In some situations, it is more appropriate to wait and plan experiences in order to strengthen the application for the future. To assess whether you are ready, you could consider the following questions: | |
| Do you believe that you are ready for Headship within the next 12 months? | Y/N |
| Do you see Headship as the next natural step in your career, one you will be actively seeking in the next 12 months? | Y/N |
| Can you demonstrate that you lead and manage a school in relation to all the Formal Leadership Standards? | Y/N |
| After completing the LSR, do you feel that you can evidence sufficient progress against each of the Leadership Standards? | Y/N |
| Can you demonstrate your experience of leading the whole school effectively through your ‘Leadership Experience Task’? | Y/N |

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| **Headteacher / Line Manager**  Prompts to consider prior to endorsing an application to NPQH (Assessment Only) | |
| Headteachers / Line Managers  It is vitally important that you really consider whether the candidate you are supporting is ready for assessment before applying. The Assessment Centre is a thorough assessment of readiness for Headship against the Professional Standards and not everyone meets the requirements. In some situations, it is more appropriate to wait and plan experiences in order to strengthen the application for the future. To consider whether the candidate is ready before endorsing their application, you may wish to reflect on the following questions: | |
| Has the candidate demonstrated that they lead and manage a school in relation to all the Formal Leadership Standards? | Y/N |
| After studying the LSR do you believe that the amount and quality of experiences it contains can evidence sufficient progress against each of the Leadership Standards? | Y/N |
| Are you convinced of the applicants ability to provide evidence of sustained impact at the assessment centre? | Y/N |
| Do you see Headship as the natural next step in their career, in the next 12 -18 months? | Y/N |
| Are you convinced of the readiness of the applicant to successfully undertake the NPQH Assessment Centre in February 2021? | Y/N |