

Local Leader of Education – Pilot Project

LLE Pilot Application Guidance

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.

Key dates: The recruitment round opens on Monday 26th January 2015. Key dates to be aware of are:

- **Application round closes:** Tuesday 24th February 2015
- **Reference/sponsor deadline:** Tuesday 24th February 2015
- **Interviews:** Wednesday 4th March 2015

How long will it take to complete an application?

We advise that you set aside at least 3 days in total to consider, discuss and complete the application form.

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 school or employer's name, address and postcode, email address
- 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
- 2012-214 attainment results and 2015 targets
- date of your most recent section 5 Ofsted inspection and the outcome
- detail of 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

*Reference

Having spoken to your referee, it is important that you forward the application Reference Form to them. This will ensure that your referee has the maximum time to complete the reference before the deadline. Reference forms should be returned to katie.felstead@transformteachingschool.co.uk

Before you begin

Registration and personal details:

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 strategic partner, which has responsibility for school to school support

2. Take note of requirements

The application form has word limits identified in the form.

Completing the form section by section

There are two parts to the LLE application form:

Part A: gathers information relating to your headship experience, your referee and your school's Ofsted and Performance data

Part B: is a 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 four sections in total as outlined below:

1. Your Profile

Details of yourself and your school.

2. Eligibility confirmation

The eligibility confirmation requires you to confirm that you and your school meet the LLE eligibility criteria.

3. Reference

Having spoken to your referee, it is important that you forward the application Reference Form to them. This will ensure that your referee has the maximum time to complete the reference before the deadline of Tuesday 24th February 2015. Reference forms should be returned to katie.felstead@transformteachingschool.co.uk

4. Assessment questions

The questions contained in this section 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.

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.

What happens next?

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 senior educational professionals and representatives of the consortium

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.

If you have any questions relating to LLE throughout the application process we will be happy to help.

Access the application form by contacting: katie.felstead@transformteachingschool.co.uk

To talk it through with: Sarah Heesom, Transform TSA: 07775 855 395 / Paul Briggs, Derby TSA: 01332 543836 / Mary-Alice Lloyd, George Spencer TSA: 0115 9170100