

Programmes

Church of England Professional Qualification for Headship (including NPQH)

Essential Information for Schools and Dioceses: 2019-20 Programme

South West Region

1. Applications

Applications are currently open and will close on **Friday 2nd November 2018**. Applications must be endorsed by either the applicant's headteacher (if the participant is not themselves the headteacher) or either the Chair of Governors *or* MAT CEO (if the participant is a serving headteacher). This individual will need to complete a separate Endorsement Form.

Both application forms can be accessed and completed from the Foundation's website at www.cefel.org.uk/programmes/cofepqh

2. Programme Fees

The development of the programme has been supported financially by the Allchurches Trust and course fees, therefore, have been kept as reasonable as possible.

The programme fee for 2019/20 is £1675 + VAT.

Fees may be paid in one instalment or split across two school years. Payment preference must be indicated on application form. If making a split payment, the first payment will be due by January 2019 and second payment will be due by October 2019.

www.cefel.org.uk

The National Society (Church of England and Church in Wales) for Promoting Education – operating as The Church of England Education Office

Church House Great Smith Street London SW1P 3AZ
T: 020 7898 1000 Charity No: 313070

3. Participant Time Requirements

The 2019-20 CofEPQH programme will begin with a pre-course webinar for all participants in February 2019.

Participants will attend one 2 day residential learning event beginning at 10.00am on a Thursday to 4.00pm on a Friday, and a second 1 day face to face learning event from 9.30am-5.00pm. These two face to face learning events will cover 50% of core learning content.

The other 50% of core learning content will be covered during 10 hours of virtual classroom learning. This medium for learning is interactive and engaging, making use of whole group and small group discussions. As it is more steadily spread across the course of the year, there is opportunity for application between sessions.

In addition, participants are also required to attend 6 x 1-hour webinars (taking place online at 7pm in the evenings). These are focused on hearing from notable guest speakers and sharing additional information about assignments.

All participants will take part in a 9-day placement in another school. It is the participant's responsibility to make arrangements for this placement but they will receive support from Diocese Staff, the Regional Host, and the Partner School for the region as required.

The 9- day placement does not need to be completed all in one go. It may be split into shorter visits to make this more convenient. However, there are a number of learning outcomes that need to be covered during this process and forms the basis of one of the two NPQ assignments

4. Mentors

Participants from Church of England schools are required to consult with their Diocese over potential mentors and secure Diocesan approval to a named mentor **before an approach is made** to the potential mentor. Once agreed, the application form can be completed. Participants from other school backgrounds may of course request support from the Regional Host and Partner School in selecting a suitable mentor should this be helpful.

CofEPQH mentors need to have the skills to coach and support the participant, offering a different perspective, encouragement and occasional challenge. They will be a serving headteacher from a different school (not working within the participant's own school). Mentors will receive a briefing as well as a Certificate in Mentoring which is completed as a virtual programme with our partners 3D Coaching. Attending the briefing is compulsory but completing the certificate is not. This is intended to offer something valuable to the mentors who do not receive payment for this role.

During the CofEPQH, mentors will hold 5 x 1-hour sessions with participant, usually at their own workplace.

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5. Placement Schools

The 9-day placement is a critical part of the NPQH qualification and is **compulsory**. The sponsor (headteacher, Chair of Governors or MAT CEO) must be aware that, in agreeing that a successful applicant may start the CofEPQH, they are agreeing to releasing that member of staff for both 6 days of course input **and** 9 days for the school placement.

Participants should identify a contrasting school to their own in which to complete the 9-day placement discussing this initially with their Diocesan education team (if working within a Church of England school) and Regional Host (usually at Learning Event 1). Participants may also draw upon the local knowledge of the CofEPQH Partner School for the region.

The 9-day placement does not necessarily need to be completed as consecutive days. It may be split into smaller sections (e.g. 3 + 3 + 3 days or 1 + 5 + 3 days) to decrease the burden of taking time out of school.

There are a number of learning outcomes that need to be covered during the placement and these outcomes form the basis of one of the two NPQH assignments.

6. Assignments

Participants will complete two assignments. One is a 2,500-word piece of writing based upon learning taking place during the school placement, which will be due in September 2019. The other is a 4,000-word essay on a significant change that participants have led in their own school and this is due by January 2020.

Participants will receive feedback on their draft assignments from Assessors (Assignment 1) and their Mentor (Assignment 2).

7. Further Information

Please contact our Programmes Team at cefel@churchofengland.org where Georgia Sigala (Programmes Coordinator), Rob Robson (CofEPQH Programme Lead), or Emma Trenier (Head of Programmes) will be happy to help answer any further questions.