



The Church of England Professional Qualification for Headship

2018–19

Application Form, Reference and Statement of Sponsorship

The Church of England Professional Qualification for Headship (CofEPQH) has been designed by the Church of England Foundation for Educational Leadership. We welcome school leaders from all schools joining the programme which will focus on your development to transform vision into reality.

We have designed the programme to give you the opportunity to reflect and develop on yourself as a leader, create a culture of excellence, lead teams with dignity and respect, engage with and build a community, enable children to build character and to build your organisation.

To be successful, the programme will need you to engage with a variety of learning methods including face to face days, action learning sets, webinars and mentoring.

This form has seven sections. Please complete the first five sections and then email the form to the Foundation for Educational Leadership at cefel@churchofengland.org

Once the Foundation for Educational Leadership has received your form, it will be sent to the partner school for your area (list at the end of the form) who will assess your application.

If you work at a Church of England School, your Diocesan Director of Education's office will be asked to confirm the suitability of your mentor.

**Please note the closing date for applications is
Sunday, 21st January 2018**

The Church of England Foundation for Educational Leadership will issue confirmation, or otherwise, of your place on The Church of England Professional Qualification for Headship programme for 2018-2019 by

Friday, 2nd February 2018



Contents of the form:

- Part 1: Personal and school details
- Part 2: Rationale and motivation which will include your sponsor's comment
- Part 3: Mentoring. You will be asked to nominate a suitable mentor
- Part 4: Finance, terms and conditions
- Part 5: Ethnic group information

If you work at a Church of England School, please contact your Diocesan Director of Education' office to inform them that you are making an application and confirm their support before filling in this form.

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Part 1: Personal and School details

Title:	Surname:
First Name:	Preferred email address:
Phone number:	Teacher reference number:
Home Address:	
Current role title:	Length of time in current role (years):
Current school name (and name of headteacher if different from applicant):	
School designation	Please tick all that apply
Community	<input type="checkbox"/>
Voluntary Aided	<input type="checkbox"/>
Voluntary Controlled	<input type="checkbox"/>
Foundation	<input type="checkbox"/>
Free School	<input type="checkbox"/>
Single Academy	<input type="checkbox"/>
Multi Academy Trust	<input type="checkbox"/>
Is your school a Church of England school?:	
If yes, in which diocese is your school?:	
Your school email address:	
The best telephone number for you at school:	
School website:	
School address, including postcode:	
School URN:	
Number on roll:	
Age range in the school:	
Percentage of pupils eligible for pupil premium:	
Do you have any dietary requirements:	



Part 2: Rationale and motivation including sponsor's comment.

You must have discussed your application and have got your sponsor's support before you submit this form. Sponsors are asked to sponsor and support you throughout the CofEPQH and to provide a reference which takes the form of the commentary below. Please ask them to validate and add to your evidence and recommend you for the programme. Sponsors will be asked to commit to supporting you through the CofEPQH by providing the necessary funding (if appropriate) and the time to undertake relevant development activities.

Sponsors: please comment on the applicant's evidence below and provide any commentary and additional evidence. In accordance with the Data Protection Act, the applicant you are providing a reference for has the right to view the reference, should they request to do so. Please do not include any information that you would not be happy to discuss with the applicant as part of a professional conversation.

Please keep within the word limits

Applicant: Please explain why you have chosen to apply for the CofEPQH programme at this point in your career and how you have prepared for headship (*maximum 500 words*):



Sponsor's comment (*maximum 200 words*):

Applicant: Please provide a recent example of a senior leadership role or experience where you have led at whole-school/organisation level and explain how it demonstrates your readiness for headship (*maximum 500 words*):



Sponsor's Comment (*maximum 200 words*):

Applicant: Why do you think the CofEPQH is the best headship qualification for you? (*maximum 500 words*):



Sponsor's Comment (*maximum 200 words*):

Part 3: Mentoring

One of the requirements of this course is for you to nominate a suitable mentor. This cannot be the same person as your sponsor and it is likely that they will work at another school.

Please see the information on the website to check that your nominated mentor is suitable and eligible to work with you.

Please explain why the mentor you have chosen will provide you with the support you need to develop as a leader (*500 words maximum*):



Statement from the mentor: please confirm that you have the capacity to mentor the applicant and explain how you will support their development as a leader
(maximum 300 words):

Mentor Details

Title:	Surname:
First Name:	Preferred email address:
Phone number:	Teacher reference number (if applicable):
Home Address:	
Current role title:	Length of time in current/last role (years):
Current or last school:	



Part 4: Finance, Terms and Conditions

Payment

The total cost of CofEPQH is £1,950 plus VAT.

We will invoice your school and expect payment from them. If you are paying all or part of the programme, please make arrangements with the school or multi academy trust to process your payment through them.

The programme may either be paid in full before or on 12th January 2018 or in two parts (across two financial years) with one payment before or on 12th January 2018 and a second payment before or on 12th October 2018.

Successful applicants will be invoiced by the Foundation in December 2017 and the first payment must be made on or before Friday January 12th 2018. Places on the programme will not be confirmed until payment has been made.

Cancellation policy

Once you have been accepted on to the programme and made the first payment, no refunds can be made for cancellation or withdrawal (by the participant or sponsor) except in exceptional circumstances which will be considered on an individual basis.

Sponsor Details

To be completed by sponsor. I have discussed with the applicant named on this form the financing and time commitment required of the CofEPQH and confirm that I support this application.

Signed and dated:

(please add an electronic signature or type your full name above to indicate your understanding and agreement)

Title:	Surname:
First Name:	Preferred email address: :
Phone number:	Teacher reference number:
Current or last role title:	Length of time in current/last role (years):
Current or last school:	



Part 5: Your ethnic Group

What is your ethnic group?

Please choose one option that best describes your ethnic group or background

	Please Tick One
White	
1. English / Welsh / Scottish / Northern Irish / British	
2. Irish	
3. Gypsy or Irish Traveller	
4. Any other White background, please describe:	
Mixed / Multiple ethnic groups	
5. White and Black Caribbean	
6. White and Black African	
7. White and Asian	
8. Any other Mixed / Multiple ethnic background, please describe:	
Asian / Asian British	
9. Indian	
10. Pakistani	
11. Bangladeshi	
12. Chinese	
13. Any other Asian background, please describe:	
Black / African / Caribbean / Black British	
14. African	
15. Caribbean	
16. Any other Black / African / Caribbean background, please describe:	
Other ethnic group	
17. Arab	
18. Any other ethnic group, please describe:	



Please note that your application will not be considered without the application form being complete, including the sponsor parts that comprise the reference and statement of sponsorship and the part that asks you to identify a suitable mentor.

Once you have completed all of parts 1-5, please send this form to the Foundation for Educational Leadership at cefel@churchofengland.org

End of Applicant Form