**Specialist Leaders of Education (SLE)**

**Application and reference form**

**General guidance**

This form is set out in two sections. Section 1 is completed by you, the applicant and section 2 is completed by your headteacher (referee). There is a 300 word limit for each answer. Once you have completed section 1, the form should be emailed to your headteacher to complete the reference section and submit the document on your behalf. This will complete the application process.

Following application, an interview selection day will take place at Sir John Lawes School, Harpenden. The date for this will be confirmed with applicants.

**It is strongly advised that applicants read the full SLE application guidance before completing their application.**

**Headteacher reference**

It is important that headteachers endorse the applicant’s intention to apply for the role of an SLE. You are therefore required to provide a reference from your headteacher that supports your application and validates both your eligibility and capacity to perform the role.

**Once your headteacher has completed the reference section of this form, he or she will need to return the whole document using the instructions provided. Your application will not be fully submitted and therefore cannot be considered until this has been completed.**

**What your information will be used for**

As part of the application/funding process, it might be necessary for your Teaching School to share certain relevant information about you that you provide in this application form (first name, surname, school URN, TRN and specialisms) with the National College for Teaching and Leadership (NCTL), an Executive Agency of the Department for Education. This is in order for NCTL be able to report on the numbers and specialisms of designated SLEs.

Where the sharing of your personal information is necessary for these purposes, it will be carried out in compliance with GDPR. If you have any questions about the sharing of your personal information with NCTL, speak to your teaching school or contact the NCTL at sle.enquiries@education.gsi.gov.uk.

**Section 1**

**Application form** *(to be completed by the SLE applicant)*

**Applicant details**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **First name** |  |
| **Role** |  |
| **School** |  |
| **School URN** |  |
| **School phase** |  |
| **TRN** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |

Teaching schools will use this information to contact you.

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| **Teaching School Alliance you wish to consider your application.**  | Alban Teaching School Alliance |

**Eligibility criteria confirmation**

a) Do you hold a leadership role or responsibility **within your school**?

Yes [ ]  No [ ]

b) Please indicate how long you have been in this role. If less than two years, please provide details of your previous leadership role or responsibility. Please include the name of the school where the role was held.

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**Your specialism**

Please indicate the specialist area(s) that you wish to be designated for.

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| **Specialism** | **Mark your specialism(s) with a cross (X)** | **Length of time in role** (this should be at least two years) |
| **Leadership and management** |
|  |  |  |
| **Pupil achievement** |
| Computer Science |  |  |
| Maths |  |  |
| English |  |  |
| Business |  |  |
| Science |  |  |
| Primary – please specify area |  |  |
|  |  |  |
|  |  |  |

**Question 1**

What **motivates** you to participate in system leadership?

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| **Word limit:** 300 words |

**Question 2**

Please outline the **significant impact of your contribution** as a leader to supporting leaders in other schools or to your own school’s performance. Please detail the impact and demonstrate clear evidence of your outstanding practice within your area(s) of expertise or specialism. You may refer to performance results.

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| **Word limit:** 300 words |

**Question 3**

Please provide examples of where you have worked sensitively and collaboratively with peer colleagues using **coaching or facilitation skills** to grow leadership capacity in others leading to sustainable improvements.

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| **Word limit:** 300 words |

**Question 4**

Please provide a clear example of a time when you have significantly **challenged, collaborated, motivated and/or inspired** your colleagues to establish new, innovative working practices. What was the impact?

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| **Word limit:** 300 words  |

### Question 5

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| **Please address each area below, evidencing where you have utilised each skill and the positive impact you have brought about** |
| Excellent communication and interpersonal skills: |
| The ability to utilise high levels of emotional intelligence to work sensitively and collaboratively with peer colleagues: |
| An understanding of what constitutes 'outstanding' in your field of expertise and the ability and confidence to articulate this: |
| An appreciation of how your specialism and skills can contribute to the wider school improvement agenda: |
| An analytical approach in identifying the needs and ability to prioritise accordingly, including the ability to set and establish new and innovative working practices |
| The ability to grow leadership capacity in others: |

**Additional information**

Please provide any other information that demonstrates your expert knowledge in your field of expertise in support of your application.

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|  Word limit: 300 words |

**Additional requirements**

If you are successful, you will be invited to a face-to-face assessment by the Alban Teaching School Alliance. If you have any special requirements that we should be aware of, please state these below.

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**Section 2**

**Reference** *(to be completed by the headteacher referee)*

SLEs are outstanding leaders, with at least two years’ experience and excellent knowledge in a particular field of expertise. They work to support individuals and teams in other schools by providing high-level coaching, mentoring and support, drawing on their knowledge and expertise in their specialist area.

All applicants must meet the essential criteria to be accepted as an SLE. Each application is rigorously assessed against the [eligibility criteria](https://www.gov.uk/guidance/specialist-leaders-of-education-a-guide-for-potential-applicants). We therefore ask referees to take this into account when making a decision to recommend an applicant for the role.

In accordance with GDPR, the applicant you are providing a reference for has the right to view this reference, should he or she contact the relevant teaching school in order to see it. Please do not include any information that you would not be happy to discuss with the applicant as part of a professional conversation.

By recommending this applicant for the position of SLE the Head Teacher is agreeing to pay the SLE training fee of £200.

**Headteacher details**

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| --- | --- |
| **Name** |  |
| **Confirmation of role** |  |
| **School name** |  |
| **Email address** |  |
| **How long have you known the applicant?** |  |

**1a. Please confirm the applicant’s current role.**

**1b. Does the applicant hold leadership responsibility within your school?**

Yes [ ]  No [ ]

**2. Please provide a supporting statement in the box below on how you consider the applicant meets the following criteria:**

* The applicant is an outstanding middle or senior leader with at least two years’ experience and excellent knowledge in a particular field of expertise.
* The applicant has a successful track record supported by substantial evidence of impact of working effectively within his or her own school and/or across a group of schools, or working with a range of leaders within a single school.
* The applicant has a commitment to outreach work and the capacity to undertake such work.
* You support their application and the applicant can be released from school for a mutually agreed allocation of time.
* The applicant understands what constitutes ‘outstanding’ in his or her field of expertise.
* The applicant has an appreciation of how his or her specialism and skills can contribute to the wider school improvement agenda.
* The applicant has an analytical approach to identifying needs and can prioritise accordingly.

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**3. Do you support this application and agree to the applicant being released from the school for a mutually agreed allocation of time?**

Yes [ ]  No [ ]

**4. Please provide evidence to confirm that the applicant has supported a middle or senior leader or group of leaders from another school or academy. Alternatively, please provide details demonstrated with colleagues from within the applicant’s own school.**

**5. Please tick a box below to indicate which statement matches your support for the applicant:**

1. I recommend this person unreservedly to undertake the role of an SLE [ ]
2. I recommend this person for the role of SLE, but have some reservations [ ]
3. I am unable to recommend this person for the role of SLE [ ]

**6. Additional comments**

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Thank you for taking the time to complete this form. If you have indicated that you have reservations in recommending or feel unable to recommend this applicant, the teaching school alliance may contact you to discuss the position.

**Please email the completed application form by midday, 9th October 2019 to:**

**Name:** Maria Santos Richmond (SLE Coordinator)

**Email:** enquiries@albantsa.co.uk

**The application will not be considered until this process has been completed.**