

New Deal for
the Education
Workforce



Llywodraeth Cymru
Welsh Government

www.gov.wales

Leadership

National Professional Qualification for Headship assessment 2015–2016: data and evidence pack for assessment

Leading, learning, inspiring

Digital ISBN 978 1 4734 4629 8
© Crown copyright August 2015
WG26450

National Professional Qualification for Headship assessment 2015–2016

Data and evidence pack for assessment

Practitioners in Wales undergoing specific assessment schemes will be required to provide evidence of how they meet the assessment requirements of those schemes. Evidence will be contained in a data and evidence pack for assessment (DEPA).

Guidance is provided below on the required elements of the DEPA.

General principles

The following general principles will apply to the DEPA as a whole:

- The DEPA will primarily focus on the development of professional practice and its impact on learner outcomes and should demonstrate that the practitioner engages in an ongoing process of reflection and improvement.
- Where appropriate, relevant and robust data should be used to substantiate evidence. It should therefore not be reliant on primary documentation and/or evidence such as certificates, lesson observations etc.
- Evidence will be summative and evaluative, not cumulative and therefore should only refer to current and recent development.
- The contents of the DEPA may be subject to limits as specified by particular assessment schemes.

Specification for the data and evidence pack for NPQH assessment

Candidates undergoing assessment for the National Professional Qualification for Headship (NPQH) in Wales will be required to submit evidence of their readiness for headship and to demonstrate that they meet the Leadership Standards in Wales.

The DEPA for the NPQH is composed of two separate parts. Part A provides the main focus for the DEPA and will contain the evidence and data that will be subject to assessment. Part B includes contextual information for assessors and the required endorsement of the evidence being submitted by the candidate. Other than checking that all required elements have been submitted, Part B is not subject to assessment.

The following specification sets out the required content and applicable limits on size.

Part A: Assessment evidence

Size limit
5000 words

A1 Evidence of meeting the key areas of the Leadership Standards

- The evidence should show how, through examples of their leadership practice, the candidate meets each of the six key areas of the Leadership Standards.
- Candidates should present their evidence under the same headings used for the six key areas of the Leadership Standards.
- The evidence should make use of relevant data to show how the candidate's leadership practice has impacted on the practice of others and/or learner outcomes.

A2 Under the heading '*Continuing Professional Development*' the candidate should provide evidence of their commitment to their own professional development. This should be set in the context of reflection and regular self-review of their leadership practice against the Leadership Standards. Candidates may reference evidence provided for the six key areas.

Part B: Supporting information

B1 Career profile	Single page
B2 Current job description	Two pages
B3 Summary of current whole school priorities	Single page
B4 Current professional development priorities – as identified in the most recent PM cycle	Single page
B5 Professional endorsement: A dated declaration, using the template overleaf , from the candidate's head teacher (or appropriate alternative if the candidate is an acting head teacher) that validates the content of Parts A and B.	Single page

Submission of a DEPA for NPQH Assessment

Parts A and B must be submitted electronically as TWO separate WORD documents. No other form of submission will be accepted including pdf versions.

Candidates must include a header containing their name and current school that will be displayed on all pages in Part A and Part B.

Please note: Limits on the size of each document **will be rigidly applied** and any evidence submitted beyond these limits will not be considered.

Candidates are required to submit their completed DEPA to their consortium office by 13.00 on 13 January 2016. Any submissions received after this deadline will not be considered.

Professional endorsement

"I have read Part A and Part B of this Data and Evidence Pack and endorse these professional statements as being true and accurate according to the best of my knowledge."

Signed _____ Date _____

Print name in full _____

Current job title _____