



**BENFLEET TEAM  
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**Outstanding  
Leaders  
Partnership**

# National Professional Qualification in Headship (NPQH)

## Qualification Specification



### **NPQH AT A GLANCE**

Course Duration: **18 months**

Face-to-Face Events: **5 events**

Online Learning: **38 hours**

Coaching: **10 hours**

Total Learning Hours: **112 hours**

Final Assessment: **Case study scenario**

★ Awards **60 Master's Credits**

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**Best  
Practice  
Network**

Accredited NPQ provider



**Department  
for Education**

# About NPQH

The DfE-accredited NPQH delivers evidence-based headship training to those who are, or aspire to be, headteachers. This flexible part-time training fits around a teacher's timetable and is delivered through a combination of face-to-face events, online study, webinars and coaching. Completing NPQH is hugely beneficial for participants as well as their school and pupils.

## Benefits for participants

- ✔ Focus on and develop the key skills needed for headship
- ✔ Time to reflect on leadership practice and to network with a wide range of school leaders
- ✔ Increased awareness and understanding of self and of the behaviours needed to lead a school
- ✔ Increased confidence to drive the vision and improve standards

## Benefits for schools

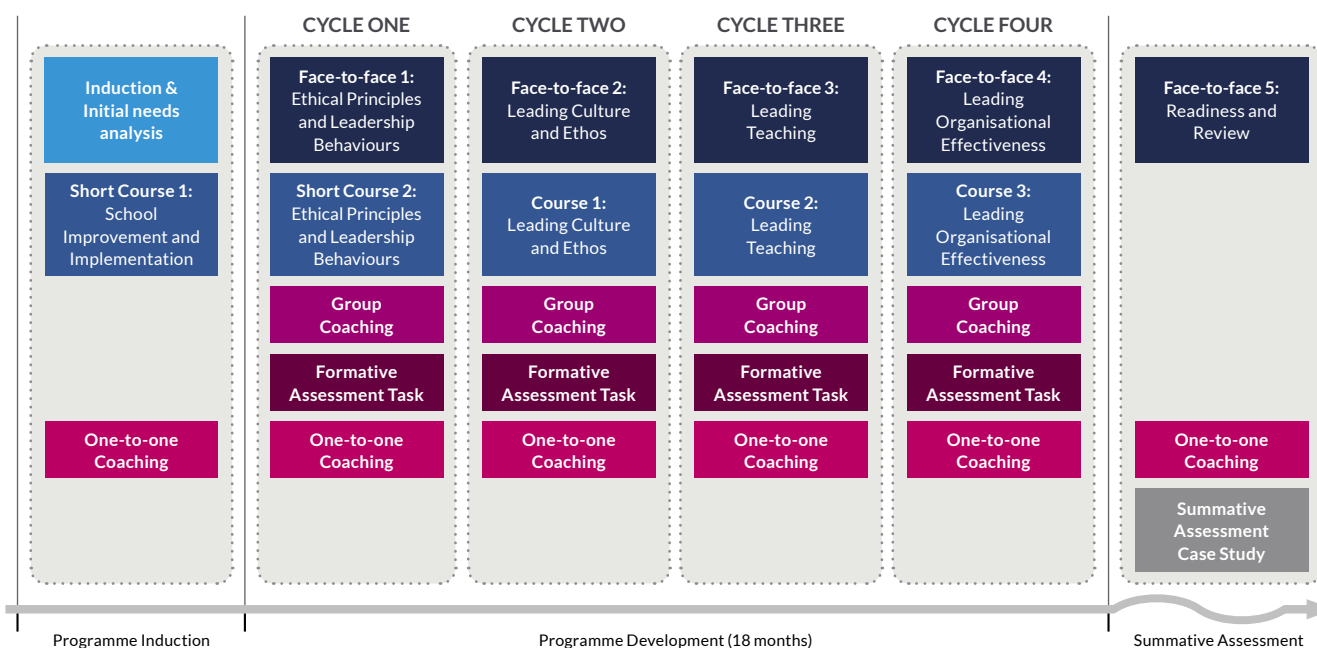
- ✔ A professionally aware and informed leader who can make evidence-based decisions and approach new challenges in an effective and efficient manner
- ✔ The ability to delegate responsibility effectively, empowering staff to lead on whole-school improvement
- ✔ Support succession of school leaders and build a cohesive, impact-focused school leadership team
- ✔ The ability to review and evaluate practice in order to bring about change and get the best

## Qualification elements

<b>INDUCTION STAGE</b>	<b>Induction (incl. Initial needs analysis: 1 hour)</b>	<b>6 hours</b>	Total Guided Learning Hours:  <b>112</b>
<b>DEVELOPMENT STAGE</b>	<b>Face-to-face events</b>	<b>30 hours</b>	
	<b>Online course study</b>	<b>38 hours</b>	
	<b>Formative assessment tasks</b>	<b>28 hours</b>	
	<b>Leadership performance coaching</b>	<b>10 hours</b>	
<b>SUMMATIVE ASSESSMENT STAGE</b>	<b>Case study scenario</b>	<b>Max. 1500 words</b>	

## Qualification programme structure

The NPQH content is delivered across four development stage cycles that include face-to-face events, online study, a formative assessment task and leadership performance coaching. The context focus for each cycle aligns to each of the content areas identified by the DfE, and their sequencing across the delivery cycle has been carefully crafted to ensure depth of study and time for most effective reflection and review by each participant.



## Induction

The induction stage includes insight into and preparation for qualification engagement and the *School improvement and implementation* short course. Participants will complete their initial needs analysis as part of this stage.

### Induction and Initial needs analysis

Self assessment of skills, knowledge and understanding of 'learn that' and 'learn how to' statements derived from the DfE qualification frameworks and leadership behaviours. The outcomes of the analysis inform ongoing discussion and feedback throughout the programme.

## Face-to-face content outline

The NPQH programme includes five face-to-face events spread across the 18-month duration of the qualification.

Each event precedes online course study and will introduce the climate and context for online study. The five event days consist of tailored practice tasks, group networking and self-managed learning interaction supporting powerful dialogue and leadership development.

### Face-to-face events

- **Day 1:** Ethical Principles and Leadership Behaviours
- **Day 2:** Leading Culture and Ethos
- **Day 3:** Leading Teaching
- **Day 4:** Leading Organisational Effectiveness
- **Day 5:** Readiness and Review

## Online course content outline

NPQH participants will undertake two short courses and three full courses.

As part of online course engagement compliance, participants will be required to select and complete three practice activities and undertake one formative assessment task.

Each full course includes three study modules that are to be completed within a recommended time frame of 10 hours. Each short course is composed of 4 hours of study.

### Short courses

1. **School Improvement and Implementation**
2. **Ethical Principles and Leadership Behaviours**

### Full courses

1. **Leading Culture and Ethos**
  - Module 1: School culture
  - Module 2: Behaviour
  - Module 3: Professional development
2. **Leading Teaching**
  - Module 1: Teaching
  - Module 2: Curriculum and assessment
  - Module 3: Additional and SEN/disabilities
3. **Leading Organisational Effectiveness**
  - Module 1: Organisational management
  - Module 2: Working in partnership
  - Module 3: Governance and accountability

## Formative assessment tasks

The formative assessment tasks are in-school practice-led activities that participants choose to complete following an online course. There are four formative assessment tasks for NPQH.

## Leadership performance coaching

NPQH participants will engage with ten hours of coaching.

### Group coaching

- Four hours (one hour following each online course)

### One-to-one coaching

- Six hours (one hour during the induction stage and then one hour following the completion of each formative assessment task, plus an impact review prior to the summative assessment stage)

## Assessment

Qualification elements that count towards final assessment

To pass an NPQ, the following criteria need to be met:

- Participants must engage in 90% of the course elements determined by the provider.
- Participants must submit and pass one summative assessment that takes the form of a case study. Participants have an eight-day window to provide a written response of a maximum 1500 words and submit this by midnight on the designated eighth day.

What are the course elements I must engage with?

1. Leadership Development Record (LDR) review
2. Face-to-face events
3. Online practice activities
4. Formative assessment tasks
5. Coaching

## Course intakes

There are two intakes per year, one beginning in autumn and one in spring. Please see our website for application deadlines and delivery schedules.

## Delivery locations

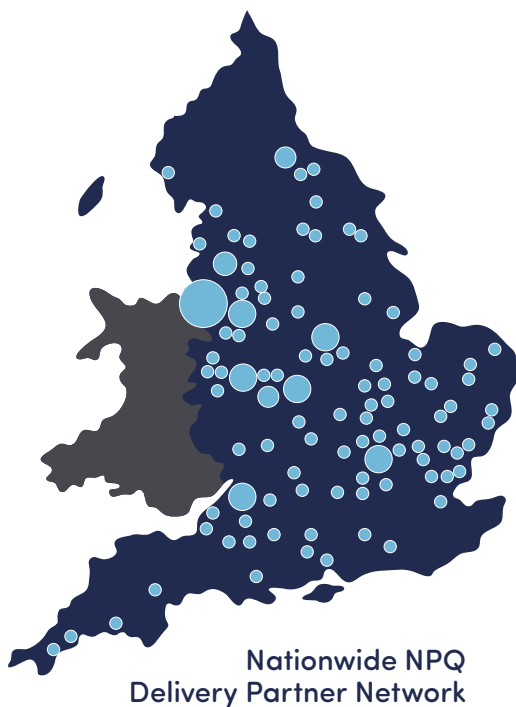
Delivery venues are largely provided through our national network of teaching school and multi-academy trust partners. Participants applying from one of our partner groups will be allocated to that group for the face-to-face events\*.

In addition to partner groups we also have a number of groups located according to the geography of the participants that register, helping minimise travel time for the majority of participants.

Participants not registering through a school partner will be allocated to their most geographically convenient group for the three training events.

Our face-to-face groups take place across the country and we strive to ensure all participants have access to local delivery.

\* Subject to group viability



## Contact us

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## Entry requirements

NPQH applicants should be in a current headteacher, deputy headteacher, vice principal or equivalent role and about 18 months away from applying for headship (if not already in post).

In order to be accepted onto the qualification, participants will need to identify and nominate a sponsor. This should be someone with a detailed and professional knowledge of the participant's work, impact, professional characteristics and leadership behaviours.

## How to apply

Completing an NPQ is a huge achievement that requires a significant investment in time and effort. As such we advise all participants to follow these steps when applying:

- Discuss the NPQ with your chair of governors, school improvement officer or executive headteacher. What are your goals? How will the NPQ benefit your school and pupils?
- Contact us with any questions about the qualification or the availability of funding.
- Start your application as early as possible to avoid the last minute NPQ rush!

The new and simplified NPQ application form can be found at [outstandingleaders.org/npqh](https://outstandingleaders.org/npqh)

It should take no longer than 10 minutes to complete and our NPQ advisors are on-hand via our website's livechat to answer your questions and support your application.

We look forward to working with you 😊

## What's next?

Participants who successfully complete NPQH may choose to continue their professional development through the completion of a master's degree in educational leadership using the 60 master's credits earned through completion of the qualification.

Alternatively, participants might go on to complete the National Professional Qualification in Executive Leadership (NPQEL).

Professionally, NPQH graduates may choose to apply for a headship or system leadership role, such as national leader of education (NLE) or teaching school director.

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