



National Professional Qualifications (NPQs) Handbook for Schools

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Section 1: NPQ Overview

Exchange Teaching Hub offers the full suite of National Professional Qualifications (NPQs). There are 9 different programmes in total, these are divided into two categories: leadership and specialist NPQs.

Leadership NPQs

Leadership programmes run for a period of **18 months** and offer a blended package of face-to-face and online sessions, individual study and line manager support. They are followed by an eight-day assessment window set by the Department for Education.

NPQ for Early Headship Coaching Offer (EHCO)

This bespoke programme consists of tailored resources, coaching and peer networking opportunities to support ongoing professional development and wellbeing. The additional support offer is designed for those in their first five years of headship.

NPQ for Early Years Leadership (NPQEYL)

This programme is designed for early years leaders qualified to at least Level 3 with full and relevant qualifications working in a wide range of Early Years (EY) settings including Private, Voluntary or Independent (PVI) with leadership responsibilities.

NPQ for Senior Leadership (NPQSL)

This programme is designed for school leaders who are, or are aspiring to be, a senior leader with cross-school responsibilities.

NPQ for Headship (NPQH)

This programme is designed for school leaders who are, or are aspiring to be, a headteacher or head of school with responsibility for leading a school.

NPQ for Executive Leadership (NPQEL)

This programme is designed for school leaders who are, or are aspiring to be, an executive headteacher or a school trust CEO with responsibility for leading several schools. Executive leadership programmes are run centrally by UCL and include both online and residential sessions.

See Appendix 1 for Leadership Route Map.

Specialist NPQs

Specialist programmes run for a period of **12 months** and offer a blended package of face-to-face and online sessions, individual study and line manager support. They are followed by an eight-day assessment window set by the Department for Education.

NPQ for Leading Literacy (NPQLL)

This programme is designed to develop participants' expertise in leading literacy by developing a deep understanding of evidence-based practice in language reading and writing.

NPQ for Leading Teaching (NPQLT)

This programme is designed for teachers who have, or are aspiring to have, responsibilities for leading teaching in a subject, year group, key stage or phase.

NPQ for Leading Teacher Development (NPQLTD)

This programme is designed for teachers who have, or are aspiring to have, responsibilities for leading the development of other teachers in their school. They may have responsibilities for the development of all teachers across a school or specifically trainees or teachers who are early in their career.

NPQ for Leading Behaviour and Culture (NPQLBC)

This programme is designed for teachers who have, or are aspiring to have, responsibilities for leading behaviour and/or supporting pupil wellbeing in their school.

See Appendix 2 for Specialist Route Map.

Section 2: UCL

UCL Institute of Education (IOE)

UCL IOE is our chosen lead provider for the NPQ programmes. UCL IOE is ranked number one globally for Education in the QS World University Rankings for 9 years running. The 2017-2022 versions of UCL's NPQ programmes have been rated outstanding.

As a national delivery partner with UCL, Exchange Teaching Hub shares UCL's belief in equity and research-informed professional development that supports educational leaders to develop their leadership practice. Most of the programmes include an implementation or research project that allows new leadership learning to be applied in the workplace.

Section 3: NPQ Purpose

Purpose

The specialist and leadership NPQs provide training and support for teachers and school leaders at all levels. This includes those who want to develop expertise in high-quality teaching practices, such as behaviour management, and those leading multiple schools across trusts.

They are part of a wider set of teacher development reforms which together create a 'golden thread' of high-quality evidence underpinning the support, training and development available through a teacher's entire career.

NPQs have been designed with teachers and leaders in mind, using the latest evidence, and can be completed flexibly around existing commitments.

Benefits for Participants

All NPQ programmes provide participants with:

- Access to world-leading research, evidence informed practice and knowledge exchange.
- An increased awareness and understanding of self as leader and of the behaviours needed to lead teams, schools, or groups of schools.
- Increased leadership confidence to implement school improvement, drive culture and ethos, curriculum, teaching and learning, assessment and develop organisational effectiveness for the leadership level they are working at.

Benefits for Schools

NPQ programmes enhance capacity in schools by enabling participants to:

- develop a strategic approach to leadership focused on improving pupil outcomes.
- access programmes designed to enhance staff wellbeing, agency, recruitment and retention within your organisation.

As a result, schools will grow leadership capacity built on evidence informed practice that is responsive, agile and bespoke to their context.

Section 4: Cohorts and Funding

Cohorts

There are two cohorts which start during a year: an autumn cohort (October) and a spring cohort (March). Cohorts and programmes run across different academic years and there are multiple cohorts (up to 4) running at the same time, including up to 9 NPQ programmes running per cohort.

Funding and Eligibility

Currently all NPQs are fully funded by the DfE for all teachers and leaders employed in state funded schools and state funded organisations that offer 16-19 places in England. All applicants must have their application endorsed by their Headteacher/ Principal or direct line manager (for NPQH/NPQEL). All teachers/ leaders are eligible to apply provided their application is supported by their school.

Section 5: Commitment from Schools

Time Commitment and Release from School

Specialist NPQs

All specialist NPQs require participants to attend the following:

- an induction conference delivered by UCL- this is online and timings can vary but is usually approximately 2 hours and is held during the school day.
- Four Peer Learning Groups- these are held from 14.00-17.00 to reduce time out of school.
- A consolidation conference which runs from 12.30- 17.30

In addition, participants are required to complete individual study using UCL eXtend (UCL's learning platform).

Leadership NPQs

All specialist NPQs require participants to attend the following:

- an induction conference delivered by UCL- this is online and timings can vary but is usually approximately 2 hours and is held during the school day.
- Four Peer Learning Groups- these are online and are delivered at the end of the day between 15.30-17.30.
- Three full day face to face sessions which run from 9.30-16.00.

In addition, participants are required to complete individual study using UCL eXtend (UCL's learning platform).

Engagement with the Programme

All participants are required to demonstrate as a minimum **90%** engagement in the programme. Without 90% engagement, participants cannot access the summative assessment. Participants' engagement is monitored throughout the programme and it is important they attend all scheduled sessions unless there are exceptional circumstances.

School Based Mentor/ Line- Manager

All NPQ participants are required to have a school-based mentor or line manager. Line Managers / Mentors need to be credible leaders of learning, modelling, monitoring and

communicating with colleagues, building trust, and responding to individual needs. Throughout the programmes participants will be required to check-in on their progress with their Line-Manager / Mentor (specialist programmes require **three** one-hour sessions / leadership programmes require **four** one-hour sessions).

Section 6: NPQ Assessment

Summative Assessment

All NPQ programmes end with a summative assessment task which is completed online on the UCL portal. There is no requirement for the assessment to be taken under invigilation conditions. For both specialist and leadership NPQs, there is a fixed eight calendar day assessment window which is set by the Department for Education. This allows participants to work on their assessments at times which suit them best during this period.

The summative assessment will:

- take the form of an up to 2000-word case study,
 - require a maximum 1500-word response (please note that maximum word count may be higher for some Leadership NPQs),
 - assess participants' knowledge of the content in their NPQ course,
 - represent a situation likely to be faced by a teacher in their relevant NPQ qualification level or role,
- allow participants to demonstrate their understanding of their chosen NPQ and prove that they can successfully apply this understanding in a relevant context.

Section 7: Applications

Application Process

It is important that all prospective participants discuss their intended NPQ prior to applying with their Principal/ Headteacher, who will need to support the application.

Once an NPQ has been researched and agreed, applicants need to register with the DfE and choose UCL Institute of Education as their Lead Provider. This is done through the DfE NPQ registration Service platform <https://register-national-professional-qualifications.eductation.gov.uk/>

Prospective participants will need to give:

- Teacher registration Number (TRN)
- Name as recorded by the Teacher Regulation Agency (TRA)
- Choice of NPQ
- Choice of Lead Provider: UCL Institute of Education

Once this has been received by the DfE, they will contact UCL who will send applicants a link to a short application form which needs to be returned within 5 days of receipt.

Once UCL has received the application, they will send details to Exchange Teaching Hub who will contact successful applicants with all the information required to begin their chosen NPQ programme.

Starting a NPQ Programme

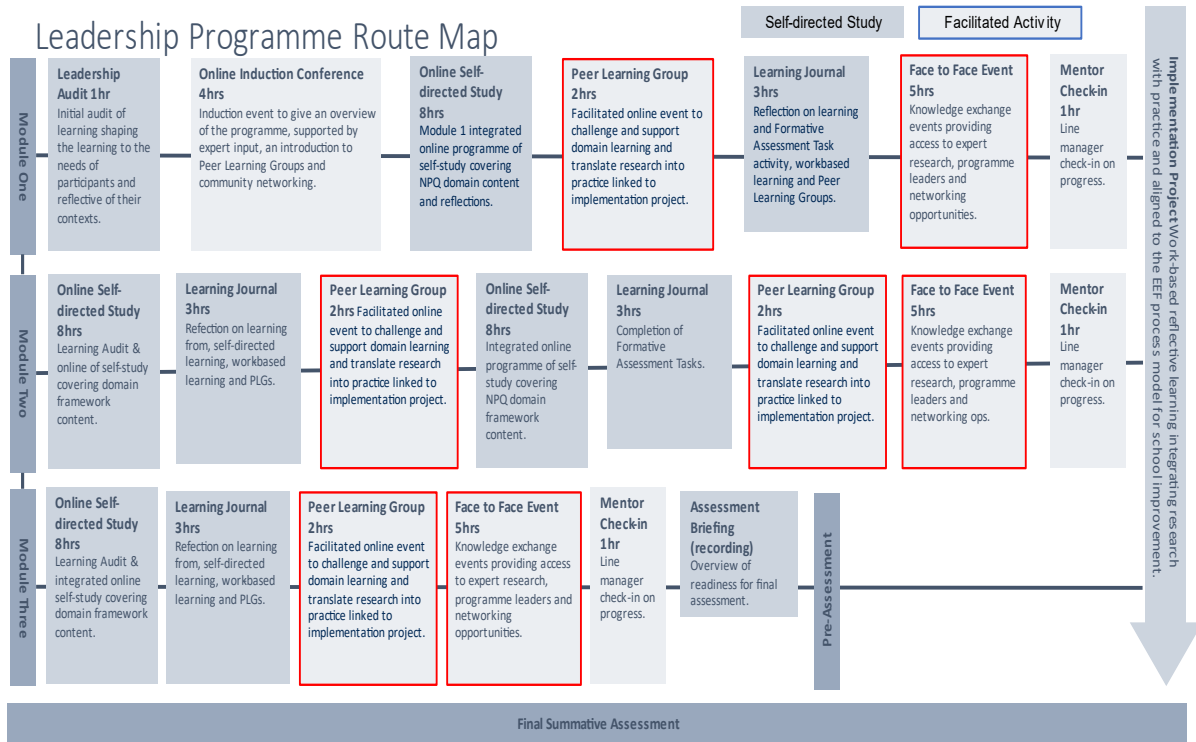
All successful applicants will be sent login details for UCL eXtend by UCL.

UCL also requires all participants to attend an online induction conference. When a new cohort begins, Exchange Teaching Hub holds a welcome event which is an opportunity for participants to meet the ETH NPQ team and find out further information, as well as meeting their facilitators and the rest of their group.

Further Information

Further information about individual NPQ programmes can be found on the Exchange Teaching Hub website: [Programmes Archive - Exchange Teaching Hub](#)

Appendix 1



Appendix 2

