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**Early Years Specialist leaders of education (SLE)**

**Application and reference form**

**General guidance**

This form is set out in two sections. Section 1 is to be completed by you, the applicant, and section 2 is to be completed by your Headteacher / Setting Manager (as your 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 to the relevant teaching school on your behalf. This will complete the application process.

**Headteacher/ Setting Manager reference**

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

Once your headteacher/ manager has completed the reference section of this form, he or she will need to return the whole document. **Until this has been carried out, your application will not be fully submitted so cannot be considered.**

**Section 1**

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

**Applicant details**

|  |  |
| --- | --- |
| **Title\*** |  |
| **Surname\*** |  |
| **First name\*** |  |
| **Role** |  |
| **Setting** |  |
| **School URN/ setting Ofsted registration no.** |  |
| **School phase/ setting type** |  |
| **TRN (where applicable)\*** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |

**Eligibility criteria confirmation**

a) Do you hold an early years leadership role or responsibility within your setting?

Yes [ ]  No [ ]

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

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**Your early years specialism/s**

Please highlight any particular expert knowledge that you might have within early years i.e. leading phonics, SENDCO role, working with learners with EAL etc.

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**Question 1**

What **motivates** you to participate in improving practice and ensuring high quality outcomes for learners within the early years?

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| **Word limit:** 300 words |

**Question 2**

Please outline the **impact of your contribution** to improving early years practice within own and other schools/settings. What significant changes have you made? Please detail the impact of this has had on improved outcomes for children.

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| **Word limit:** 300 words |

**Question 3**

How have you worked with other early years practitioners to ensure positive and sustainable improvements? Please highlight particular strategies used i.e. coaching/mentoring and summarise the rationale for the approach.

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| **Word limit:** 300 words |

**Question 4**

How do you use early years research within your practice? Please give examples of any evidence informed practice interventions you have used to improve practice and describe the impact of this.

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| **Word limit:** 300 words  |

### Question 5

Please give excerpts from Ofsted reports if your practice has been cited there and/or performance results/outcomes you have been accountable for in your area of work have been commented on. Please reference clearly the Ofsted report(s) where these comments are made as these may be verified.

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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 teaching school alliance you have selected. If you have any special requirements that they should be aware of, please state these below.

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**Section 2**

**Reference** *(to be completed by the headteacher/ setting manager 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 and/ or settings 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/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 the Data Protection Act, 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.

**Headteacher/ Setting Manager details**

|  |  |
| --- | --- |
| **Name** |  |
| **Confirmation of role** |  |
| **School/ Setting 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/ setting?**

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/setting and/or across a group of schools/settings, or working with a range of leaders within a single school/setting.
* 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 their school/setting 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/setting 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/setting for a mutually agreed allocation of time?**

Yes [ ]  No [ ]

**4. Please provide evidence to confirm that the applicant has supported practice within other early years schools/settings. Alternatively, please provide details demonstrated with colleagues from within the applicant’s own school/setting.**

**5. Does the applicant hold an Enhanced DBS?**

Yes [ ]  No [ ]

**6. 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 [ ]

**Please return this form to:** earlyyears@bright-futures.co.uk

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