**Early Years Lead Practitioner (EYLP)**

**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 Manager/Headteacher (as your referee). There is a 300 word limit for each answer. Once you have completed section 1, the form should be passed to your Manager/Headteacher to complete the reference section and submit the document to the relevant teaching school on your behalf. This will complete the application process.

**Applicants are strongly advised to read the full EYLP application guidance before completing their application.**

**Headteacher/Manager reference**

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

Once your Manager/Headteacher has completed the reference section of this form, he or she will need to return the whole document using the instructions provided by the teaching school. **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 EYLP applicant)*

**Applicant details**

|  |  |
| --- | --- |
| **Title\*** |  |
| **Surname\*** |  |
| **First name\*** |  |
| **Role** |  |
| **Setting/School** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |

*\* Indicates the applicant data that teaching schools will be required to share with NCTL when confirming application outcomes.*

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| **Organisation you wish to consider your application.** | **Warwickshire Early Years Hub** |

**Eligibility criteria confirmation**

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

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/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 of experience** |
| Assessment |  |  |
| Leadership of continuing professional development (CPD) |  |  |
| Foundation Stage Curriculum |  |  |
| PSED Development |  |  |
| Communication and Language |  |  |
| Physical Development |  |  |
| Literacy |  |  |
| Mathematics |  |  |
| Understanding the World |  |  |
| Expressive Arts and Design |  |  |
| Key Characteristics of Effective Learning |  |  |
| Closing the Gap |  |  |
| Parental Partnership |  |  |

**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 setting/school’s performance. Please detail the impact and demonstrate clear evidence of your outstanding practice within your area(s) of expertise or specialism.

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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

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 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 organisation 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 Manager/Headteacher referee)*

EYLPs 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 EYLP. Each application is rigorously assessed against the eligibility criteria. 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 organisation 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.

**Manager/Headteacher details**

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| --- | --- |
| **Name** |  |
| **Confirmation of role** |  |
| **Setting/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 setting/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/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 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/settings 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 setting/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 setting/school or academy. Alternatively, please provide details demonstrated with colleagues from within the applicant’s own setting/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 EYLP
2. I recommend this person for the role of EYLP, but have some reservations
3. I am unable to recommend this person for the role of EYLP

**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 WEYH may contact you to discuss the position.

**Please return this form to:**

**Name: Michelle Hutton (Warwickshire Early Years Hub Coordinator)**

**Email:** [**Hutton.m2@welearn365.com**](mailto:lharrison@unitytrustsolihull.org.uk)

**APPLICATION DEADLINE: Friday 10th June 2022**

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

If you have any queries regarding this application, please refer to the EYLP guidance for further help and support or contact Michelle Hutton [Hutton.m2@welearn365.com](mailto:s11lrussell@cbins.solihull.sch.uk)  01926 853394