

The Outstanding Leaders Partnership

NPQH Assessor Roles and Responsibilities and Application Process

The role of OLP NPQH assessors

NPQH assessors judge a candidate's ability to be an effective headteacher and to lead a school effectively.

NPQH assessment is based on the mark scheme provided by the DfE relating to the six NPQ Content Areas:

- Strategy and Improvement
- Teaching and Curriculum Excellence
- Leading with Impact
- Working in Partnership
- Managing Resources
- Risks and Increasing Capability

The final assessment process comprises two assessed tasks in which the candidate leads a whole school change programme, for at least 2 terms to improve pupil progress and attainment (Task 1) and designing an action plan to meet his/her placement school's resourcing and capability needs (Task 2).

Assessors for OLP must be either:

- previously accredited by the National College as NPQH Graduation or Gateway assessors
and
- have successfully completed the update training for the Reformed NPQs delivered by OLP or other recognised national providers
or
- if they are new to assessing for NPQH final assessment, accredited by OLP or other recognised national providers after successful completion of the training and moderation of actual assessments.

Responsibilities of OLP NPQH final assessment assessors

Assessors must:

- assess either Task 1 or Task 2 for individual candidates and be able to support decisions and recommendations by reference to the evidence on which the judgements are based
- provide feedback to candidates as specified in the guidance provided by OLP
- conduct the assessment process independently and objectively, ensuring that it has been accurately and fairly applied
- engage in continuing personal training and professional development
- implement the principles and practice of quality assurance and continuous quality improvement
- respond to feedback and updates on the assessment process from OLP
- comply with the code of conduct set out below

Code of conduct for OLP NPQH assessors

Assessors must:

- demonstrate personal integrity and the highest professional standards
- treat all assessment materials, the assessment process and knowledge of candidates in complete confidence
- not have acted as online tutor, face to face facilitator, mentor or coach or had any other interaction with the candidate being assessed
- comply with assessment guidance, moderation and quality assurance processes provided by OLP

Person specification for OLP NPQH assessors

Knowledge and understanding

An effective assessor will demonstrate knowledge and understanding of the:

- reformed NPQH model and the leadership development opportunities available to aspiring heads and headteachers new to post
- roles, responsibilities and challenges of headship
- current education agenda and policy priorities
- NPQH Content Areas framework and the processes for assessment

Assessment skills

An effective assessor will demonstrate the ability to:

- apply the OLP NPQH assessor guidance consistently
- evaluate evidence and make sound, balanced judgements using the assessment criteria and DfE mark scheme
- give accurate, balanced and constructive feedback as required
- be objective and impartial

Personal attributes

An effective assessor will demonstrate as personal attributes and characteristics:

- personal integrity
- commitment to own learning and professional development
- readiness to receive and respond positively to feedback
- commitment to the whole process and purpose of NPQH and to its importance in the continuing development of learning opportunities of the highest quality for young people and effective school leadership

Availability

Assessors will need to be available at the three/four final assessment submission points during the course of the year. They will be asked to specify how many assessed tasks they are available to mark within the

published timescale and will be allocated work based on the number of available assessors and the number of tasks that need to be assessed.

Assessor fees

Level	Task 1 words	Task 2 words	Assessment fees	
			Task 1	Task 2
NPQML	4,500		£ 41	
NPQSL	5,000		£ 45	
NPQH	4,000	2,500	£ 52	£ 33

Fees will be payable upon completion of each round of assessments.

Applying to be an assessor

- 1) For people who have been previously accredited by the National College to assess NPQH written tasks, a simple expression of interest form will be available that will include:
 - details of training and accreditation
 - previous experience of assessing NPQH written submissions (Tasks 1 and 2 in the 'old' model)
 - commitment to OLP update training

or

 - evidence of update training from another recognised national provider

- 2) For people who are new to assessing NPQH written tasks, the process will include:
 - the opportunity to discuss the application informally with an experienced assessor from the Outstanding Leaders Partnership via telephone, Skype or other relevant medium
 - an application form that enables demonstration of understanding of the new NPQH framework and Content Areas
 - details of relevant associated experience
 - commitment to OLP training for assessing NPQH written tasks

or

 - evidence of training for assessing NPQH written tasks from another recognised national provider
 - commitment to moderation of actual marked submissions by OLP that will lead to formal accreditation.

BPN Associate application form

In order to be an OLP Assessor, applicants must also have applied to be a Best Practice Network Associate.

In addition to the OLP Assessor application, prospective Assessors will need to complete [the BPN Associate Application form](#). If you have already completed the Associate Application form, have been through the recruitment checks and received a BPN Contract for Provision of Services you will only need to apply for the Assessor role.