



# Level 5 Leadership Qualification

Information pack

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## What participants are saying

*"I am so pleased with myself for realising and achieving this goal and my learning journey throughout the course has been immense. I am enjoying recognising when I use theories learnt from my study and how these impact on my current role and also the benefits they have on the aims and values of our school."*

*"I now understand the importance of emotional intelligence - I have empowered my team - now the team is delivering better quality learning and positivity."*

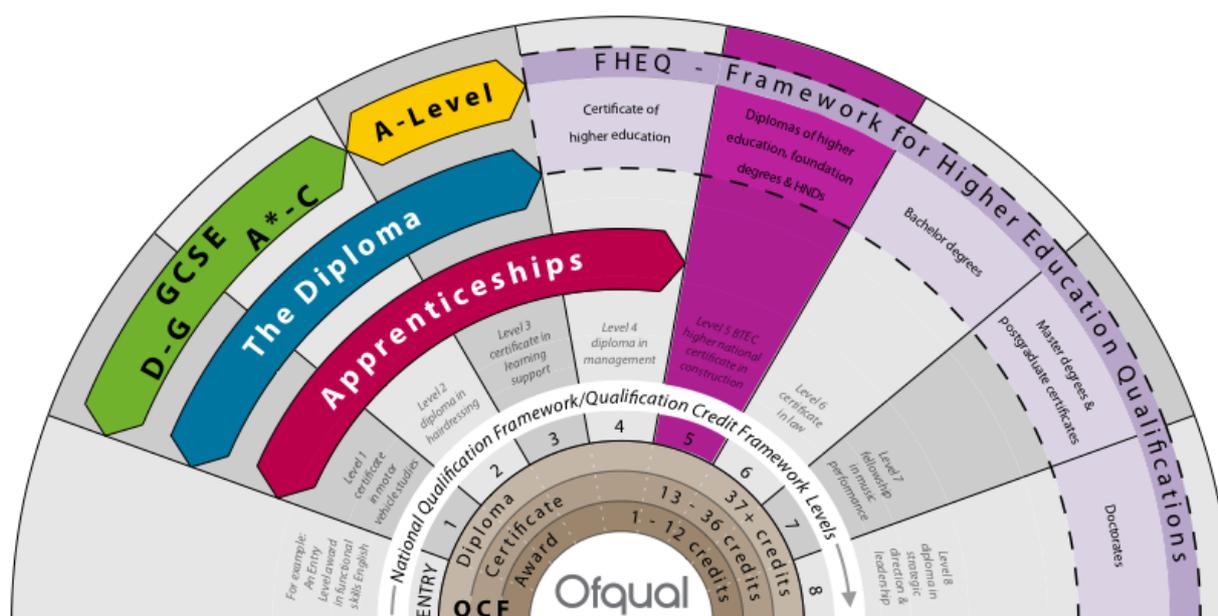
*"I am more confident about my role and have gained insight and skills that allow me to tackle a wide range of situations. I feel I am a leader now."*

*"The programme has helped me to raise standards for pivotal /SEN groups and sought/given training to other staff."*

## Introduction

We are delighted that we are able to offer you the opportunity of gaining the ILM Level 5 Award in Leadership. The qualification is accredited by the Institute of Leadership and Management (ILM). We have designed the programme to be achievable for busy members of staff who work within education. It is suitable for HLTAs or senior support staff, experienced early years practitioners and administrative staff. We hope that gaining the qualification will give you greater confidence and recognition as a leader in your organisation as well as give you national recognition for your leadership capability.

The ILM award will be helpful to any application for further study, career development or promotions. It will show that you have achieved a Level 5 Award in Leadership and achieved six credits within the National Qualification and Credit Framework. The diagram below shows you where the Level 5 Award sits within the overall range of qualifications that can be achieved.



You can download a copy of this framework from <http://bit.ly/1vBrhcC>.

The purpose of the unit on which the Award is based is to develop understanding and ability to lead teams to achieve organisational values and goals in your role at middle leadership level. The ILM Award unit title is called: *Assessing your own leadership capability and performance*. The reference number is 8322-80.

You can find out more about the ILM by visiting their website [www.i-l-m.com](http://www.i-l-m.com).

## Overview of the programme

The programme lasts for approximately five months and includes:

- two and a half face to face days
- your leadership work
- four work based tasks
- two telephone seminars
- ongoing individual support
- peer to peer support through the Best Practice Network Virtual Learning Environment
- access to student membership of the ILM and their Learning Zone resources

## Content

The programme is based on the following three areas:

1. Understanding the leadership styles in your organisational context.
2. Being able to review the effectiveness of your own leadership capability and performance in meeting your organisation's vision, values and goals.
3. Being able to adopt an effective leadership style to motivate staff to achieve organisational values and goals.

The content includes:

- creating an action plan for your leadership project
- developing self-awareness as a leader; current leadership skills/roles and potential
- understanding how leadership supports school vision, goals and performance
- learning about leadership styles and how they can be used
- understanding key skills and qualities of effective communication for leader
- understanding what is involved in leading and motivating teams and individuals
- developing coaching and mentoring skills to support others to achieve
- developing skills and confidence to motivate and build commitment in those you lead
- developing presentation skills

It is possible to take the programme without doing the accreditation and gaining the qualification. All participants follow the same programme which culminates with a ten minute presentation about your leadership journey.

## Leadership experience needed

As the programme focuses on leadership styles, effective communication and building motivation and commitment of those you lead, you will need to ensure that you are involved in some leadership during the programme. If you have a leadership role already - perhaps you mentor or line manage staff, or lead on an initiative for example - you can simply continue as you are.

If you are new to leadership you will need to agree leadership project for the duration of the programme (approximately five months) before you start. It is crucial that your leadership project supports your organisational aims and goals and that you have the support of your line manager or headteacher before you start. You can find some examples of areas you might want to consider leading at the end of this information sheet. If you are currently in a voluntary role you need the commitment of your organisation to support you through the programme. Please get in touch if you have queries about your leadership role or project.

## Assessment

In order to gain the Level 5 Award in Leadership Qualification, you need to complete all the programme elements and then a 1500 to 2500 word assignment based on your leadership learning. More detail on the exact ILM assessment criteria will be given at the start of the programme. You will be given several months to complete your assignment. The submission date will be realistic and agreed by participants and their tutor/s on Day 1.

## Costs

Please check on our programme page for the current programme costs [www.bestpracticenet.co.uk/I5-leadership](http://www.bestpracticenet.co.uk/I5-leadership).

## Registration

This is an exciting programme designed to help you and the young people in your organisation move forward through your enhanced confidence, leadership knowledge and know-how. To register please visit our website [www.bestpracticenet.co.uk/I5-leadership](http://www.bestpracticenet.co.uk/I5-leadership).

## Contact

We are happy to help if you have any queries not covered in this document, just call us on 0117 920 9200 or email [apply@bestpracticenet.co.uk](mailto:apply@bestpracticenet.co.uk).

## Annex 1: Areas of leadership

Please note this is not an exhaustive list - it is intended to help you discuss a leadership project with your line manager:

| Leadership area   | Potential project ideas  |
|---|--|
| Professional Development                                    | <ul style="list-style-type: none"> <li>• Co-ordinating support staff professional development</li> <li>• Line management of support staff</li> <li>• Induction training and mentoring of new support staff</li> </ul>  |
| Partnership with families                                   | <ul style="list-style-type: none"> <li>• Responsibility for strengthening family links and organising support for parents/carers to support their children's learning</li> <li>• Monitoring completion of homework and liaison with parents/carers</li> </ul>  |
| Introducing, working towards or maintaining a special award | <ul style="list-style-type: none"> <li>• Eco-schools/setting Award</li> <li>• Dyslexia Friendly school/setting</li> </ul>  |
| Developing the provision                                    | <ul style="list-style-type: none"> <li>• Outdoor learning</li> <li>• Forest school</li> </ul>  |
| Special educational needs leadership                        | <ul style="list-style-type: none"> <li>• Special Educational Needs Co-Ordinator (SENCO)</li> <li>• Assistant SENCO</li> <li>• Expertise in a specific need e.g. dyslexia or ASD</li> </ul>   |
| Co-ordinating cross-curricular provision                    | <ul style="list-style-type: none"> <li>• Literacy across the curriculum</li> <li>• Numeracy across the curriculum</li> <li>• Introducing phonics or early mathematics</li> </ul>   |
| Leadership of young people's personal and social education  | <ul style="list-style-type: none"> <li>• Introduction and co-ordination of School Council</li> <li>• Key worker co-ordinator</li> <li>• Introduction and management of SEAL curriculum</li> <li>• Pastoral leader for a year group</li> <li>• Behaviour management leader, co-ordinating team of behaviour management support staff</li> </ul> |
| ICT   | <ul style="list-style-type: none"> <li>• ICT Leader/co-ordinator</li> <li>• ICT trainer</li> </ul>   |
| Curriculum leader   | <ul style="list-style-type: none"> <li>• Art co-ordinator in primary school</li> <li>• Design and technology co-ordinator in a special school</li> <li>• Using area of expertise</li> </ul>  |
| Administration  | <ul style="list-style-type: none"> <li>• Developing a new system for assessment/reporting</li> </ul>   |