

INTERNSHIP

INTERNSHIP PROGRAMME
FOR MIDDLE LEADERS,
ASSISTANT HEADS AND DEPUTY
HEADS FROM BME
BACKGROUNDS SEEKING
NEXT STEP PROMOTION



Information Booklet



Why this Programme?

Despite significant advancements, those from Black and other minority ethnic (BME) backgrounds continue to be significantly under-represented at headship level. Nationally approximately 6.9% of the teaching profession are from a BME background but only 2.4% are headteachers and principals (School Workforce Census 2012). In the West Midlands the proportion of BME Heads is just above the national average at 2.9% but given that 21% of the West Midlands population is from a BME background, this figure indicates a considerable under-representation.

We know from positive action programmes such as the Ofsted Shadowing Programme, Investing in Diversity and regional projects such as Aspire to Senior Leadership -that the appetite to progress is very high. However numbers of individuals at headship level remain stubbornly low. Therefore a new and bespoke approach is needed to ensure that candidates with the skills have that edge which will enable them to realise their career goals. The national programme on which this is based had a success rate of 50% of the participants who were deputy heads going on to become headteachers or principals within a year to 18 months of completion of the programme. There are a great many highly skilled BME assistant and deputy headteachers, who with additional insights, an extra boost to their confidence and deeper levels of understanding, can go on to quickly secure promotion.

Eligibility

In order to be eligible for the programme applicants must

- be from a Black or other minority ethnic (BME) background
- live or work in the West Midlands
- have two years successful experience as a middle leader or
- have two years successful experience as an assistant head or
- have two years successful experience as a deputy head

Programme Outline

Successful applicants will have the opportunity to

- attend an induction day
- complete an internship at a school for 10 working days by 15 June 2015
- receive coaching and mentoring from a leadership tutor
- complete a Discovery Insights or PF16 leadership assessment
- have access to a bursary of £700
- attend a one day "Interview Success" Workshop
- complete a report of the internship and
- attend a certificated celebratory graduation ceremony.

The Internship

Participants must have agreement from their headteacher to be at the host school for 5 or 10 days – two successive school weeks - in the summer term. Internships must be completed by 15 June 2015. Interns are expected to ensure that sound arrangements are in place so that in their absence, key work is still delivered. Arrangements to cover work will ideally be made well ahead of time and provide development opportunities for middle leaders or assistant headteachers.

Prior to the internship, it is expected that the intern visits the school at least two or three times and ideally for one of the visits, spends a day getting to know the school. During this time the interns who are deputies may also wish to shadow the headteacher and those who are assistant heads, the deputy headteacher.

For the headteacher internships, interns will be expected to fulfill the core duties of headship such as leading the senior leadership team, one-to-one meetings with senior members of staff, attending headteacher local authority briefings, meeting with the chair of governors etc. In addition, interns will be required to identify a focus for their internship. Undertaking a review e.g. a curriculum review, a review of the work of teaching assistants, a review of work to support pupils eligible for the Pupil Premium grant, a whole school internal and external communications review etc. Host headteachers are very appreciative of a view from an external pair of eyes! Interns will not be expected to take part in any disciplinary, competence or grievance hearings or meetings. Assistant Heads carrying out a deputy head internship will similarly carry out the core functions of a deputy head and have a focus for the internship.

The bursary of £700 is intended to cover any reasonable costs associated with the internship such as cover, accommodation and travel costs. Participants are expected to

- take part in 40 minute interview on
- complete a Discovery Insights or PF16 leadership assessment
- attend the induction days on **Fri 24 and Sat 25 April 2015** at the Orchard School join 2 online progress review WebExs
- develop an induction programme with the host head teacher (e.g. 4 days of visits, observations, reading of documentation and shadowing) etc.
- set dates for the 5 or 10 day internship between **1 and 12 June 2015**
- plan and preparation thoroughly for the internship
- complete a daily journal
- commit to a minimum of 6 one hour sessions with a leadership tutor
- completion of pre and post internship evaluation questionnaires
- take part in a post programme telephone interview with an external evaluator
- and take part in the closing celebratory event in **June 2015**

Host Schools

Participants will be assisted with identifying a host school where they will carry out the internship. They may nominate a particular school to carry out the internship if they wish. The schools or academies selected must have been **rated good or outstanding for their last Ofsted and have a stable senior leadership team**. It is important that the host school is within easy travelling distance from the participant's home and or current workplace and that this document is shared with the potential host headteacher or principal. This is a great opportunity for serving heads to contribute to the development of the next generation of headteachers and their contribution to this programme will be much appreciated. Host headteachers may choose to remain on site during the internship and or spend time away from school e.g. in their LLE or NLE role. Headteachers of host schools are required to

- attend the induction event on the afternoon of **Fri 24 April 2015** at the Orchard School in Sandwell
- provide a thorough induction programme developed with intern
- facilitate the introduction of the intern to all staff, pupils and governors
- provide key documentation e.g. staff handbook, school development plan, school calendar, personnel policies etc.
- provide a full briefing regarding key issues for the school, important protocols e.g. risk assessment and health and safety routines and current priorities
- agree an internship focus for the 5 or 10 day internship during the period **1-12 June 2015**
- be available for regular debriefing at end of most school days during the internship for the headteacher internships and ensure debriefings as appropriate for other internships
- complete a post internship evaluation questionnaire or telephone interview

Leadership Tutors

Participants will be coached and mentored before, during and after the internship by a senior LA officer, deputy head or headteacher. Most of the leadership tutors will be serving headteachers. The leadership tutor's role is to support the participant in their preparation for the internship, during the internship and after the internship via the provision of coaching and mentoring face-to-face or over the telephone. The participant may nominate a leadership tutor of their choice e.g. their NPQH coach. Otherwise a leadership tutor will be identified for the intern. Leadership tutors will be required to:

- attend the launch **Friday 24 April 2015** (afternoon only) at the Orchard School in Sandwell
- attend the coaching and mentoring refresher session
- Coach and mentor a participant for six sessions
- assist the participant with preparing for internship
- assist the participant with planning to secure their next step promotion after the

The closing date for applications is **26 March 2015**. If you are eligible to apply, please be sure to submit your application to The Orchard Teaching School by this date! Application forms are available from the school.

Please don't hesitate to contact anyone listed below for further information.

Organisati on	Name	email	Telephone
The Orchard Teaching School	Grace Kew, Headteacher	Grace.Kew@orchard.sandwell.sch.uk	0121 5697040
Wood Green Teaching School	Glenn Yates, Teaching School Director and Deputy Head	admin@woodgreenacademy.co.uk	0121 556 4131
Lightwood Primary	Elaine Bowen Headteacher	elaine.bowen@lightwoods.sandwell.sch.uk	0121 429 2542
Chadsgrove Special School	Deb Rattley	office@chadsgrove.worcs.sch.uk	01527 871511
The Education Partnership Co	Ankhara Lloyd-Hunte	educationpc@aol.com	07931 739 269 0208 090 1937

