



National College for
Teaching & Leadership

National Scholarship Fund for teachers – special educational needs and disabilities

Round 4 - handbook

This publication was archived on 17 June 2015

Contents

1. INTRODUCTION	3
2. THE FOURTH ROUND	Error! Bookmark not defined.
3. ELIGIBILITY	5
4. APPLICATION GUIDANCE	8
5. PAYMENT	13
Appendix 1 - Short Courses & Seminars	14

This publication was archived on 17 June 2015

1. Introduction

The aim of the National Scholarship Fund is to provide an opportunity for individual teachers and collaborative groups of teachers to deepen their specialist knowledge and renew their passion for teaching.

What is the National Scholarship Fund for teachers?

The Schools White Paper 'The Importance of Teaching', published on 24 November 2010, announced the Government's intention to establish a National Scholarship Fund for Teachers to extend their specialist or subject knowledge. The primary aim of the fund is to create expectations within the teaching profession about the importance of scholarship to enhance the public's perception that teachers, alongside university academics, are seen as the guardians of the intellectual life of the nation.

A Special Educational Needs (SEN) scholarship fund was subsequently announced in the SEN Green Paper published on 9 March 2011 and was aligned with the main scheme.

Round three ran from 8 April 2013 to 25 April 2013 and offered eligible teachers the opportunity to apply for a scholarship worth up to £500.

The awards were announced on 22 August 2013 as follows:

- 401 scholarships for teachers working in priority subjects and specialisms – English, mathematics, science and SEN

This publication was archived on 17 June 2015

2. Round 4

Applications for the fourth round of the National Scholarship Fund (NSF) open on **the 30 April 2014** and closes at midnight on **8 June 2014**.

Please ensure you have read this handbook before starting your application.

This round will focus on qualifications and training in supporting children with **special educational needs and disabilities (SEN/D)**.

The scholarship funding can only be used for the activity specified in the application form. Applicants must cover 50% of the course fees, and will also be responsible for any additional costs such as travel and accommodation.

A key aim of the scholarship fund is to share knowledge across the school system so that the impact of the activity extends beyond the applicant's school or collaborative group. For the fourth round of NSF we are encouraging schools to join and work in partnership, with a lead school submitting an application on behalf of a collaborative group. Our criteria for allocating funding for NSF round four will support larger partnerships of schools, whilst continuing to allow individuals to apply for funding.

All applications must be online. If an applicant has a special need or disability and cannot complete the online form, they should contact LNE general enquiries on 0370 000 2288 to discuss.

The deadline for all completed applications is **midnight on 8 June 2014**.

This publication was archived on 17 June 2015

3. Eligibility

The National Scholarship Fund for Teachers is open to teachers working in **England** with qualified teacher status (**QTS**) or members of the Institute for Learning (IFL) with **QTLS**, who are currently employed by an **eligible** school / college. They must also be able to evidence the support of their headteacher.

In the case of a lead school applying on behalf of a collaborative group of schools, the lead school takes responsibility for ensuring that every member of the collaborative group is eligible for the award according to the eligibility criteria presented here.

Eligible schools / colleges

- Maintained schools (including Special Schools)
- Non-maintained Special Schools
- City technology colleges
- Academies
- Free Schools
- Pupil referral units (PRUs)
- Sixth Form Colleges

NB: Local authority (LA) peripatetic (centrally employed) teachers with QTS will also be eligible, but they must secure the support of one school for their scholarship application.

Priority subject area

Round 4 applications are invited from teachers and collaborative groups of teachers wishing to enhance their specialist or subject knowledge in:

- Special educational needs and disabilities (SEN/D)

Eligible activities

Responsibility lies with the Teacher/s to choose the courses or activities that are most suited to their needs; similarly, **they are responsible for choosing a provider, and once notified that their application has been successful, for enrolling with their chosen provider.** In the case of a lead school on behalf of a collaborative group, every course or activity must be stated.

The only restrictions are that the activity should be related to improving specialist knowledge in the designated priority area of SEND, and that the programme of study will be demonstrably intellectually rigorous and challenging. In many cases this will be demonstrated by the fact that the activity is at Master's level or beyond. Some courses and seminars which do not lead to Master's level credits are also eligible if the applicant provides a robust argument that they provide sufficient intellectual challenge.

Short courses & seminars

For many applicants the intellectual rigour may be associated with a desire to study at Master's level or beyond. Applications are, however, encouraged for other activities such as short courses and seminars, providing that these are academically rigorous and challenging, enhance specialist or subject knowledge, and that applicants are able to demonstrate impact on pupils, colleagues, school or beyond. Please note that only one conference, short course or seminar can be applied for: Applications for more than one will not be accepted.

Longer programmes

If you are planning to start a Master's programme then the National Scholarship Fund can provide financial support (up to a maximum total of £3,500) for one year, i.e. until 31 March 2015.

Funding is not available to teachers who have already started their course or have completed some modules. The National Scholarship Fund is only available to applicants starting *new* courses or activities between September 2014 and August 2015. This is because the Government wishes to incentivise teachers who would not otherwise engage in such studies.

Support of school / college

All applicants must provide a supporting statement from their headteacher. This should provide evidence that the applicant has the support of their school and will be able to complete the proposed activity and demonstrate impact. For lead schools submitting an application on behalf of a collaborative group, the lead school must satisfy themselves that each headteacher in the collaborative group supports their teachers' participation.

Lead school and collaborative groups

In this model, the **lead school** takes responsibility for:

- completing the application form; all personal details of beneficiaries, the activity, the proposal & support from the school / college. In addition to standard contact details, we will also require: Your Teacher Reference Number (TRN)* or final 7 digits of the Institute for Learning (IFL) membership number**, personal and school email address
- including a supporting statement written by the lead school on behalf of each school in the collaborative group. It is the responsibility of the lead school to satisfy themselves that the headteacher of each school supports the application.

Terms and conditions

All successful applicants will be required to agree to the following conditions before receiving their award:

- If they voluntarily leave the teaching profession within three years, or fail to complete the funded activity, they must return all funding awarded to National College for Teaching & Leadership.
- They must agree to share the learning from the activity; including participating in follow up activities such as focus groups or conference

Impact reports

All successful applicants must agree to provide the National College for Teaching and Leadership (NCTL) with an impact report at the end of February 2015 and a final report in September 2015. This should evidence the benefits of the professional development activities on the school, pupils and the wider school system.

This publication was archived on 17 June 2015

4. Application guidance

Please read this guidance carefully **before** completing and submitting your application form.

Important notes:

- Applicants **must** apply online. Forms submitted via any other route or in any other format will not be accepted. If an applicant has a special need or disability and cannot complete the online form, they should contact DfE general enquiries on 0370 000 2288 to discuss.
- In the case of collaborative applications from groups of teachers, the lead school takes responsibility for coordinating a single application form with details of all participants from all schools involved.
- Incomplete applications will not be accepted and will not be returned.
- The deadline for receipt of all completed applications is **midnight on 8 June 2014**. Any applications received after this deadline will **not** be accepted even if the delay is due to technical difficulties.
- Applicants must ensure that they are eligible to apply and that their proposed activity meets the scholarship criteria. (See the 'Eligibility' information above.)
- Applicants should ensure that spelling, punctuation and grammar are checked and of an appropriately high standard.
- Applications must adhere to the word count.
- Any application which includes plagiarised text will not be accepted: this includes text copied from course information (other than course titles), text copied from other applicants and multiple entries using the same text. Every section of the scholarship proposal must be completed in the applicant's own words and with respect to the applicant's individual situation.
- Successful applicants will be notified by the end of August 2014. Please note that notification will be by email so please ensure you supply a correct email address.
- We are not able to provide feedback to unsuccessful applicants.

Completing the form

Gather all your information before starting to fill in the form.

You will also need to have obtained a statement of support from your headteacher or Chair of Governors ready to cut and paste into the form. In collaborative applications, the lead school takes overall responsibility but must satisfy themselves that each individual applicant has the support of their headteacher.

The Form

The application form is divided into 4 sections and an option is available to select a collaborative application, which must be coordinated by the lead school:

- Personal details (of all participants in the case of a collaborative application)
- The activity
- The proposal
- Support from the school / college (of all applicants in the case of a collaborative application)

All sections must be completed in full. Incomplete applications will not be accepted.

Part 1: Personal details

In addition to standard contact details, we will also require:

- Your Teacher Reference Number (TRN)* or final 7 digits of the Institute for Learning (IFL) membership number**
- Your personal email address
- Your school email address

* Teacher Reference Number (TRN) - This was formerly known as your DfE number and in some cases may include a 'I'. Please omit this character and submit only the seven numerical digits.

** IfL Membership Number - If you do not have QTLS, but are employed by an eligible school as a teacher and hold QTLS, then please enter your IfL membership number – but do not include the first letter. All IfL membership numbers start with A. Therefore, if your IfL number is AG 123456 please enter the final 7 digits i.e. G 123456. If your number is AA 246810 then enter A 246810.

All mandatory fields must be completed accurately and in full. Incomplete applications will not be accepted.

Applications will only be accepted for the designated priority area: special educational needs and disabilities (SEN/D).

Part 2: The activity

- The formal, accurate title of the planned course or activity
- Name and address of the provider
- The course code (if applicable)
- Start and end dates of the course/activity
- Reference number
- Course fees (estimated if necessary)

The National Scholarship Fund is only available to applicants starting *new* courses or activities commencing between September 2014 and the end of August 2015.

This section requires factual information about the course or activity you wish to undertake. If the actual cost of the activity is not yet available then you should provide the *best estimate* based on consultation with the provider.

The award will be based on the figures (and timescales) provided in the form and cannot subsequently be changed.

Do not leave any part of this section blank. Incomplete applications will not be accepted.

Applicants should also note that due to the highly competitive nature of the scholarship they should not undertake any commitments based solely on the possible success of their application. The current funding commitment is only until 31 March 2015 and no deferrals can be accommodated in round four.

Part 3: The proposal

This is the key part of your application. Before you begin to compose answers, please read through **all** the sections carefully to ensure that there are no overlaps, repetition or gaps.

Question guidance – in collaborative applications, the lead school completes the questions on behalf of the collaborative group

1. What is the nature of the professional development activity to be undertaken?

Consider the following in your answer;

How will the proposed activity deepen and extend knowledge relating to SEN/D including specific impairments and disabilities?

Is the proposed activity rigorous and academically challenging? How can you demonstrate this?

What is the purpose of the activity – what outcomes have you identified? What difference will undertaking the proposed activity make: in the classroom, for your colleagues and on the wider school system beyond your own place of work?

Max 1800 characters 30 marks

2. How will pupils benefit from the proposed professional development activity?

Consider the following in your answer;

Applicants are expected to evidence how their pupils and the wider school will benefit from their having undertaken the proposed activity.

Max 1200 characters 20 marks

<p>3. How will you disseminate your learning beyond the school?</p> <p>Consider the following in your answer;</p> <p>A key aim of the scholarship fund is to share knowledge across the school system so that the impact of the activity extends beyond the applicant's school or collaborative group. Applicants must explain how this will be achieved.</p> <p>For collaborative applications use this section to explain your arrangements for working collaboratively with other schools/colleges.</p> <p>For individual applications, explain how learning will be shared across your school, your local network of schools and further through the school system.</p> <p>Max 1200 characters – 20 marks</p>
<p>4. How will you evaluate impact of the proposed activity?</p> <p>Consider the following in your answer;</p> <p>Having identified intended outcomes in section 1, how will you measure that these have been achieved?</p> <p>Max 1200 characters 20 marks</p>
<p>5. How will completion of the proposed activity benefit career progression and improving the quality of practice in SEN/D?</p> <p>In this section you should consider the benefits on career progression and improving the quality of practice in SEN/D.</p> <p>Max 1200 characters 20 marks</p>

Part 4: Support from the school

Please note that this section **must** be completed in full **on behalf of** the headteacher or Chair of Governors. Incomplete applications will not be accepted.

This should provide evidence that all applicants have the support of their schools and that all employers are satisfied that applicants will be able to complete the proposed activity and demonstrate impact.

In preparing for this section, you will need to ask all headteachers or Chairs of Governors to write a statement of support to answer the following question in up to 1200 characters.

How will this development activity contribute to your school/college or collaborative group of schools' ability to meet the needs of your pupils?

- Does the applicant have the full support of the school?
- Are you satisfied that impact evaluation measures are in place?
- Will the applicant be assured of:

- Appropriate protected time to access and complete the activity?
- Appropriate access to learners to meet the requirements of the activity?
- Access to internal and external networks to disseminate learning?
- Access to school/college or external data to support research (provided that this complies with legislation and school/college policies)?

This publication was archived on 17 June 2015

5. Payment

The value of the awards will vary according to the nature of the activity proposed. The maximum award is 50% of the total cost (i.e. course fees) of the proposed activity, up to a ceiling of £3500 per individual and each individual in a collaborative group of schools. The current funding commitment is only until 31 March 2015 and no deferrals can be accommodated in round four.

Applicants should also note that due to the highly competitive nature of the scholarship they must wait for notification of success before undertaking any commitments.

The scholarship funding can only be used for the activity specified in the application form. Applicants must cover 50% of the course fees, and will also be responsible for any additional costs such as travel and accommodation.

Payment process

Applicants are required to provide factual information about the course or activity in the application form. If the actual cost of the activity is not yet available then the applicant must provide the *best estimate* based on consultation with the provider.

Please note:

The award will be based on the figure (and timescales) provided in the form. These cannot subsequently be changed.

The current funding commitment is only until 31 March 2015 and no deferrals can be accommodated in round four.

Successful applicants will be provided with a sponsorship letter for presentation on enrolment.

Payments will be made directly to the provider of the course/activity. The provider will be issued a grant agreement detailing the scholars who will be supported, their course/activity and the amount of their awards. Once the provider returns a signed copy of the grant agreement, the National College for Teaching & Leadership (NCTL) will release the funds.

Appendix 1 - short courses & seminars

The Fund does not only seek to support Master's level activity, but may also be used for highly valuable development opportunities such as subject specific seminars or summer schools. Such applications are very much welcomed and encouraged.

The applicant will be required to demonstrate that such short activities or programmes are intellectually rigorous and that they will result in measurable impact in the classroom, the school, and beyond.

There are some suggestions below of the type of courses which might be suitable, but it is recognised that it may be more challenging to demonstrate the intellectual rigour and impact of attending a conference or seminar, than of a longer programme of study. The onus is on the applicant to make this clear, even if the course is one of those cited below.

Examples of eligible short courses/seminars

- Teaching and assessing learners with dyslexia/Specific learning disabilities
- Dyslexia and literacy
- Understanding inclusive education and SEN

This publication was archived on 17 June 2015



National College for Teaching & Leadership

© Crown copyright 2014

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/> or e-mail: psi@nationalarchives.gsi.gov.uk.

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

Any enquiries regarding this publication should be sent to us at Round4.NSF@education.gsi.gov.uk

This document is also available from our website at: <https://www.gov.uk/national-scholarships-for-teachers-and-send-support-staff>