

**Controlled Schools’ Support Council**

**Non-Selective Post-Primary Leadership Scholarship**

**Information pack**

**Controlled Schools’ Support Council (CSSC)**

**Non-Selective Post-Primary Leadership Scholarship**

Section 1

**Name and purpose**

The Controlled Schools’ Support Council is pleased to announce a Scholarship Scheme for leaders of non-selective controlled post-primary schools. The finance for this scheme is drawn from legacy monies from the former Association of Head Teachers in Secondary Schools. CSSC had been instructed to make use of the monies in a meaningful and purposeful way to benefit Non-selective Controlled Secondary Schools.

In considering how this money may be best used a committee was formed consisting of CSSC Directors with post-primary Principal experience and CSSC Officers. The committee gave due consideration to how the legacy money may be best used under the following premises.

* The money derived from the Association of Head Teachers in Secondary Schools.
* The money should be directed towards non-selective post-primary Vice-Principals and Principals.
* Monies would be used for the funding of professional development.
* Any professional development should be self-reflective, celebrate good practice and seek to raise personal, professional and school standards.
* Outcomes to be shared/disseminated through CSSC for the controlled sector.

Having considered several options for further professional development it was agreed that the ‘Excellence In School Leadership with Chartered Teacher (Leadership) Status’ (Chartered College of Teaching) presented a unique opportunity for Principals and Vice-Principals to undertake a professional development course which would lead to a recognised chartered status upon successful completion.

The purpose of the scholarship is to offer funding towards a development course which will enhance the professional development of the participant, encourage self-reflection and evaluation as well as contribute to the raising of standards at a school level.

The scholarship will be known as the **CSSC Non-Selective Post-Primary Leadership Scholarship.**

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Section 2

**SCHOLARSHIP SPECIFICATION**

**ESSENTIAL CRITERIA**

Applicants must satisfy the following eligibility criteria.

* Be a Principal or Vice-Principal within a non-selective controlled post-primary school in Northern Ireland for a minimum period of 3 years **either in a permanent or acting capacity.**
* Have been successful in gaining a place on the Excellence In School Leadership with Chartered Teacher (Leadership) Status programme run by the Chartered College of Teaching.
* Have the approval of your school Governors to your participation in the above course and application for the CSSC Non-Selective Post-Primary Leadership Scholarship.
* Have completed the two essential written submissions (250 word limit for each).

**DESIRABLE CRITERIA**

In the event of a large number of applications meeting the above essential criteria the additional written submission identified as desirable will be considered (250 word limit).

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Section 3

**TERMS AND CONDITIONS**

**Length of contract**

This scholarship is awarded in respect of your enrolment on the ‘Excellence in Leadership’ course, which runs for 1 year (from January 2021).

**Amount**

The value of the scholarship is equivalent to the cost of the January 2021 course which is £1,145.

**Payment**

Payment will be made in retrospect as a reimbursement to the candidate on a staged basis (3 payments) in line with the invoicing option on enrolment.

The candidate will be required to provide evidence of payment to the Chartered College of Teaching to seek reimbursement.

CSSC will not be responsible or liable for any other expenses that may arise from the candidate undertaking the ‘Excellence in Leadership’ course. Applicants should acquaint themselves with the details of the course and any other costs or expenses which could arise as a consequence of their participation.

**Conditions**

It is the expectation of CSSC that the successful scholarship candidate will

* undertake the necessary reading and study as entailed by the ‘Excellence in Leadership’ course
* attend any face to face and/or online meetings as arranged by the Chartered College of Teaching
* complete the assignments/exams as set by the Chartered College of Teaching.

**Evaluation**

CSSC will wish to monitor and evaluate the experiences of candidates undertaking the ‘Excellence in Leadership’ course and will therefore maintain regular contact with successful scholarship applicants as part of this process.

As part of the sharing of good practice CSSC would intend to share the experiences of successful scholarship candidates with the wider controlled sector and with educational partners. Candidates who successfully complete the course may be invited to contribute to dissemination events organised by CSSC.

In the event of the candidate not completing the course CSSC reserves the right to seek reimbursement of the monies paid.

If the candidate is unable to complete the course due to extenuating circumstances then the reasons should be submitted in writing to CSSC with all relevant information included. CSSC will give due consideration to the candidate’s evidence in making any judgement on the reimbursement of monies.

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Section 4

**THE SELECTION PROCESS AND HOW TO APPLY**

Application is by completion of the CSSC scholarship application form.

Please adhere to the word limit detailed in each part of the Eligibility section of the form. Additional sheets and CVs will not be considered by the shortlisting panel.

It is important in completing the application form that candidates relate their experience to the questions being asked in the essential and desirable criteria. As there is a finite amount of finance available to fund scholarships, in the event of a large number of applicants CSSC reserves the right to apply the desirable criteria as part of the selection process.

The stages and timeline for the application and award process are outlined below.

**Please note that acceptance on the ‘Excellence In School Leadership with Chartered Teacher (Leadership) Status’ (Chartered College of Teaching) does not guarantee that you will be successful in an application for the CSSC Non-Selective Post-Primary Leadership Scholarship.**

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Section 5

**RETURNING YOUR APPLICATION FORM**

It is the applicant’s responsibility to ensure that the application form is fully completed.

Applications must be returned electronically to **info@csscni.org.uk** by **12 midnight on Sunday 13 December 2020.**

Late applications will not be accepted.

It is the candidate’s responsibility to ensure that their completed application has been received by the closing time and date.

If you have any queries regarding the process or require any assistance in relation to the submission of your application form please email [info@csscni.org.uk](mailto:info@csscni.org.uk) or telephone the main office on telephone number 028 9531 3030.

**TIME SCALE**

Closing date for applications is: **12 midnight on Sunday 13 December 2020.**

Panel assessment: week beginning **14 December 2020.**

Notification of Award of Scholarship: week beginning 11January 2021.

Candidates will be informed of the outcome of their application by email.

**CANVASSING**

* Canvassing which means contact or communication at any time in any manner with an officer of CSSC in relation to an application, is not permitted. Any applicant seeking more favourable treatment in respect of their application will be disqualified.

**DATA PROTECTION**

**Scholarship Applicant Privacy Notice**

The Controlled Schools’ Support Council (CSSC) is a Data Controller under the General Data Protection Regulations (GDPR) for the personal data it processes. Processing data from scholarship applicants allows the Council to manage the awarding process, assess and confirm an applicant’s suitability for the award and decide to whom to offer a scholarship. It may also need to process data from scholarship applicants to respond to and defend against legal claims.

If you apply for this scholarship, you will be providing your personal data to the CSSC whose lawful basis for processing it is for the performance of a task carried out for the organisation’s legitimate interests. The CSSC will collect a range of information about you, including:

* your name, address and contact details, including email address and telephone number
* details of your experience and employment history.

The CSSC will collect this information from your application form. Your personal data may be shared internally within the CSSC with those who are involved in the awarding process. It may also be shared with the Chartered College of Teaching for the purposes of verifying that the candidate being awarded the scholarship has been admitted onto the course.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on CSSC to do so. Your data will be stored in a range of different places including the Scholarship file, and other IT systems such as email and/or finance system. It will be held and stored by the CSSC in a safe and secure manner in compliance with Data Protection legislation and in line with the CSSC’s Records Information Asset and Document Retention Policy

As a data subject, you have a number of rights. These include your right to:

* access and obtain a copy of your personal data on request
* require the CSSC to change incorrect or incomplete personal data, and
* require the CSSC to delete or restrict processing your data.

Full information on your rights as a data subject is available from the Information Commissioner’s Office (ICO):

https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/

If you have any queries regarding the processing of your personal data in relation to this application, please contact the Human Resources Officer on 028 9531 3033. If you have a data protection query please contact the Corporate Services Officer on 028 9531 3037.

Individuals have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues. The ICO’s details are as follows:

The Information Commissioner’s Office – Northern Ireland https://ico.org.uk/

3rd Floor 14 Cromac Place, Belfast BT7 2JB Telephone: 028 9027 8757 / 0303 123 1114 Email: ni@ico.org.uk