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Mulberry  
Schools Trust

# Lead London

Leadership Development Programme



Fully-funded leadership qualification  
for new and developing leaders

[train.letta.org.uk](https://train.letta.org.uk)

ESFA UKPRN: 10063978

## Programme information

Lead London is a leadership programme for new and developing school leaders across all roles and departments. It is suitable for learners undertaking their first line management role, with operational and/or project responsibilities or responsibility for leading a team. Lead London is aligned to the Team Leader or Supervisor Level 3 qualification. This is a nationally recognised apprenticeship qualification and can be fully-funded using the apprenticeship levy.

## Who is this programme for?

Leaders in schools fill many roles. This programme is designed for all emerging and developing school leaders, regardless of their role. This might include subject leaders, middle leaders, SENCOs, office managers, premises managers—and a wide range of other roles too. Our tutors will work with each learner to ensure the programme meets the individual needs of their job role.

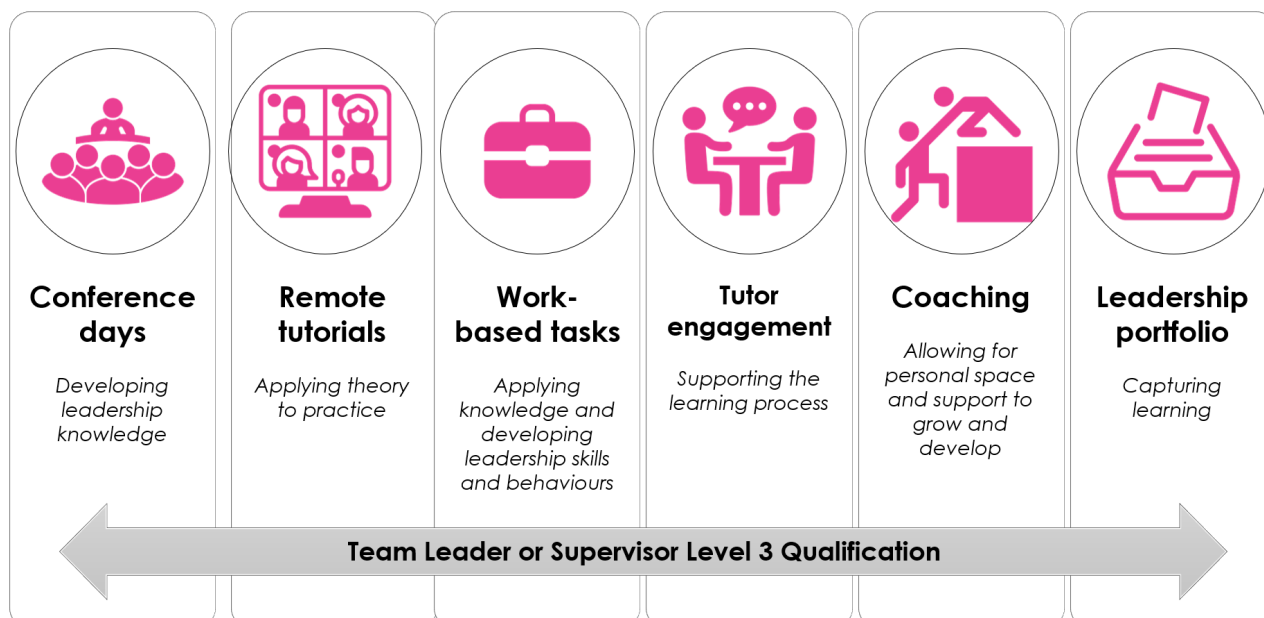
## Programme delivery

This is a 12 month qualification, followed by an assessment period. It consists of seven face-to-face conference days, six virtual twilight sessions, tutor support, work-based tasks and off-the-job training. Towards the end of the qualification, learners will plan a change project that further embeds learned leadership knowledge, skills and behaviours.

## Qualification

Learners will achieve a level 3 Team Leader or Supervisor apprenticeship qualification, equipping them with the core skills and understanding needed to deal with management responsibilities and develop as leaders.

## Programme structure



## What makes this programme unique?

Schools are the context for this programme, but it is a leadership qualification in the broadest sense. We recognise that there is plenty to learn about leadership from both within and outside of the education sector. Our tutors are experienced leaders from across inner London schools. Facilitators come from a diverse range of leadership backgrounds and will share learning from education and business. The level 3 qualification provides rigour and focus. Tutors and coaches provide ongoing support. A leadership portfolio brings learning into focus and challenges learners to put theory into practice.

## Programme content—knowledge, skills and behaviours

Knowledge and Skills		
Interpersonal Excellence	Organisational Performance	Personal Effectiveness
Leading people Managing people Building relationships Communication	Operational management Project management Finance	Awareness of self Management of self Decision making
Behaviours		
Leading with Integrity		
Taking responsibility Inclusion and diversity Being agile Professionalism		

## Learner support

Learners will have regular engagement with tutors, including opportunities for professional coaching. In addition to academic support, learners have access to mental health and wellbeing support services including counselling and financial guidance.

## Assessment

Learners will work towards an End Point Assessment (EPA) of their qualification consisting of a professional discussion underpinned by a portfolio of evidence and a presentation. Upon successful completion of the EPA, learners will be awarded a Team Leader or Supervisor Level 3 qualification.

## Employer support

We ask schools to provide learners with an experienced leader mentor &/or line manager from within the organisation. Their role is to provide on-the-job guidance and support. LETTA will provide a briefing and ongoing support to the employer, including access to online materials.

## Module overview

Learners will undertake four leadership modules that will lead into End Point Assessment and the award of a level 3 leadership qualification. Module 1 begins in July 2021, with subsequent modules each running the duration of a school term from September 2021—July 2022.

### Module 1—Preparing to Lead

This module consists of a one day conference, a tutorial and a short assignment. It will introduce learners to some of the essential underpinnings of effective leadership and prepare them to undertake future learning. The assignment asks learners to find out more about their organisation's values and consider how they connect to these and how their leadership is guided by them.

### Module 2—Emerging Leader

Module 2 is about learning to lead and getting to know your team. Learners will analyse their leadership style, team dynamics, the importance of communication and the role that trust and motivation play in creating a high performing team. Learners will develop an understanding of organisational culture, equality, diversity and inclusion. This module consists of two conference days, two tutorials and two assignments.

### Module 3—Operational Leader

Module 3 explores operational management, HR systems, project management and finance. Learners will develop a greater understanding of the role of governance and compliance, and will learn how to monitor budgets to ensure efficiency. Learners will gain an understanding of approaches to stakeholder relationship management, including emotional intelligence and managing conflict. This module consists of two conference days, two tutorials and two assignments.

### Module 4—Strategic Leader

Module 4 is about understanding how organisational strategy is developed. Learners will gain an understanding of how to effectively communicate organisational strategy and deliver against operational plans. As part of this module, learners will develop a change plan linked to school priorities. They will work with their line manager and programme tutor to organise, manage resources and risk, and monitor progress to deliver against the change plan. This module consists of two conference days, two tutorials and one assignment.



## Eligibility criteria

To qualify for this programme learners must meet the following criteria:

- Aged 16+ at the time of enrolment
- A citizen of the UK or EEA, or has lived in the UK or EEA for the past three consecutive years
- Employed full time, working a minimum of 30 hours per week
- Does not already hold a qualification at level 4/foundation degree/HNC or above in the same area of study (for example, Level 5 Operations Manager, Level 6 Chartered Manager Degree Apprenticeship or Level 7 Senior Leader Masters Degree).

## Entry requirements

To be enrolled on to this programme learners must meet the following criteria:

- Achieved English and maths GCSE grade 4/C or functional skills level 2 (or equivalent)  
OR  
Will be enrolled by LETTA on a functional skills level 2 qualification in English and maths, to be completed within the first six months of study
- Completion of an entry assessment and achieved a pass in English and maths initial assessments
- Employed in a job role in which day-to-day responsibilities support achievement of the qualification, for example has team or project leadership responsibilities, or the opportunity to act as a shadow leader.





## **Funding**

This programme can be fully-funded using the apprenticeship levy. Non-levy paying organisations may choose a co-investment option and pay 5% of the total cost. Levy transfer options are also available. The total cost of this qualification is £4,500. LETTA can support and advise schools regarding funding arrangements.

## **On-boarding process**

Prior to enrolment, learners will complete initial assessments in English and maths to determine their current skills and knowledge. Entry assessments are completed to determine job suitability for this qualification. Learning diagnostics are undertaken to determine prior knowledge and areas of focus. This will inform the individual learning plan.

## **Off-the-job training**

All learners undertaking an apprenticeship are entitled to six hours per week of off-the-job training opportunities. This is learning that is directly relevant to the qualification standard, teaching or applying new knowledge, skills and behaviours required to reach competence in their occupation. This includes conference days, tutor engagement, coaching, team meetings, work-shadowing, school-based 1-1s and school-based professional learning. LETTA will provide employers with a suggested off-the-job training plan. An employer may choose to adapt the plan to suit their own setting.

## **Prerequisite qualifications**

Learners without GCSE English and maths at grade 4/C, or an equivalent level 2 qualification, will need to achieve this level prior to taking the end-point assessment.

## **Progression**

On completion, learners may choose to register as Associate Members with the Chartered Management Institute and/or the Institute of Leadership and Management, to support their professional career development and progression. LETTA offer further leadership development opportunities and qualifications upon completion of this course. Teacher leaders might consider undertaking NPQSL, or a specialist NPQ.

## **Registering for the programme**

Potential learners can register their interest in the programme online at [train.letta.org.uk](https://train.letta.org.uk). Learners should seek approval from their employers before registering their interest. Our tutors will get in touch to arrange an initial discussion and eligibility screening check.

## **Expression of Interest**

If you're interested in applying for a place on Lead London, please complete an expression of interest form via our website.

**<https://letta.org.uk/train/apprenticeships/>**

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