

Ref: 207/99

General Administration

# **MANAGEMENT INFORMATION**

SUBJECT: TEACHER OF THE YEAR AWARD 2000

WORKING TITLE: TEACHING AWARDS 2000

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DATE EFFECTIVE:

DISTRIBUTION: HEADTEACHERS AND CHAIR OF  
GOVERNORS OF ALL SCHOOLS

FORMAT LETTER  
AND  
ATTACHMENT

SUMMARY..

## **ACTION REQUIRED:**

NOMINATION OF TEACHING STAFF FOR AWARDS

DATE DOCUMENT OBSOLETE

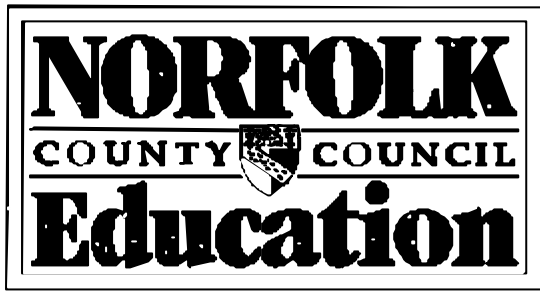
## **ASSOCIATED DOCUMENTS:**

REFER TO RECENT INFORMATION SENT TO SCHOOLS FROM THE TEACHING AWARD  
TRUST/LLOYDS BANK

RELEVANT ASPECT OF EDUCATION DEVELOPMENT PLAN OR OFSTED LEA ACTION PLAN

CONTACT: Fred Corbett

Tel: 01603 223483



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Your Ref.. Teacher Awards/BS/FC/Ijl

Please ask for:

**Bryan Slater**

My Ref.

16 November 1999

Direct Dialling  
Number:

01603 222146

Dear Colleagues

### **TEACHING AWARDS 2000**

You will have received information recently from The Teaching Awards Trust setting out the details of the Teacher of the Year Awards for the year 2000. We are constantly seeking ways of promoting teaching as a career and of celebrating the work of teachers. Clearly there are many ways in which we can all contribute to this, be it from saying 'thank you', to ensuring that the work of teachers is promoted positively in the community and media. Indeed, we have a subcommittee of Advancing Norfolk Education that looks specifically at celebrating education.

The Teacher of the Year Award is one way of celebrating, very publicly, the work of individual teachers as representatives of the profession as a whole. Last year several Norfolk headteachers, teachers and classroom assistants were among the regional finalists.

I know there are very, many excellent practitioners in our schools and I hope that you will nominate your colleagues in large numbers.

If you would like to discuss this please contact Fred Corbett, on 01603 223483, who is One of the lead assessors for the Eastern Region.

I look forward to seeing Norfolk winners both regionally and on the national stage. There is certainly practice here that deserves such recognition.

Yours sincerely

Bryan Slater  
Director of Education

*Enic.. Management Information (M1207199): Teacher Awards 2000*

For the attention of all Chair of Governors and all Readteachers

## NOW TO NOMINATE

### WHO IS ELIGIBLE FOR AN AWARD?

The Teaching Awards are open to teachers from all schools, whether state maintained or independent.

All full-time, part-time and peripatetic teachers from every subject and activity area are eligible for nomination, including Headteachers.

All nominees, with the exception of those nominated in the Classroom Assistant category, must have qualified teaching status.

Previous recipients of Regional or National Teaching Awards are not eligible for re-nomination.

We are unable to accept nominations for either retired teachers or retired classroom assistants.

### WHO CAN SUBMIT A NOMINATION?

The Headteacher and/or the Chair of Governors may take responsibility for submitting a school's nominations. It is anticipated that the nominators will work in close consultation with the whole school community and will canvass the opinion of staff, parents and pupils as widely as possible. In situations where the Headteacher is the nominee, the Chair of Governors must take responsibility for the submission.

### NOW MANY NOMINATIONS CAN A SCHOOL MAKE?

Schools can make a maximum of one nomination in each relevant category, to a maximum of four categories.

Your submission should sum up why the nominated teacher should receive an award. Please provide concise details about the nominee's background, teaching practices and innovative activities, and his or her impact upon both students and the wider school community. Please ensure that all parties involved in your nomination have read the Award Criteria before completing their contribution, as panels refer to these criteria when making their selections.

Your copy of the Nomination Form, the School's Testimonial Form, the Chair of Governor's Testimonial Form and the Acknowledgement Postcard are contained in the accompanying Nomination Folder.

The Nomination Folder has been designed to hold a single nomination securely. When submitting your nomination please ensure that all paperwork is kept in this folder. If you are submitting multiple nominations please ensure that these additional nominations are returned in separate C4 envelopes, but in one outer envelope.

**If your school is making multiple nominations, you will require additional copies of the Nomination Form only as photocopies cannot be accepted. Further copies are Available from The Teaching Awards Trust on request.**

The original copies of the Schools Testimonial Form and the Chair of Governor's Testimonial Form may be photocopied as required.

### PLEASE ENCLOSE THE FOLLOWING DOCUMENTS WHEN SUBMITTING YOUR NOMINATION(S)

**Signed Nomination Form** (two-page pro forma included in the Nomination Pack)

The Nominee, Headteacher and Chair of Governors must sign this form.

**School's Testimonial Form** (two-page proforma included in the Nomination Pack)

The Headteacher should complete and sign this form. If the Headteacher is the nominee, another member of the school's management team should complete this form.

## **Chair of Governor's Testimonial Form** (two-page proforma included in the Nomination Pack) The Chair of

Governors should complete and sign this form.

### **Letters of Support** (a maximum of three single-sided pages of A4 paper)

Please ensure that authors sign and date their letters and explain their relationship with the nominees, for example colleague, parent or pupil.

### **Additional Support Materials** (a maximum of five single-sided pages of A4 paper)

These could include lesson plans or syllabuses, samples of student work, samples of student learning and evaluation or media reports. Please send copies of support materials as these will not be returned.

### **Acknowledgement Postcard**

Please self-address this postcard and record, in the relevant box, the total number of nominations your school is submitting.

The Teaching Awards Trust will acknowledge the safe receipt of your completed nomination(s) by returning this postcard to you.

## **NOMINATION INFORMATION**

Every nomination will be scanned and stored electronically. Please note the following guidelines:

Each nomination must not exceed 14 single-sided pages of A4 paper, excluding the acknowledgement postcard.

Wherever possible, with the exception of the Nomination Form, please type or word process nominations using minimum point size 10. If this is not possible please write in block capitals, in black ink.

Please note the specific instructions regarding the Nomination Form which are printed on its reverse.

Nominations must be submitted on A4 paper. Please ensure that only one side of the paper is used and that the completed documents are not stapled, bound or folded in any way.

## **AWARD CRITERIA**

Each category has three common and three specific criteria which will be used to assess every nomination. Regional and National Awards panels will look for evidence of these criteria in the testimonials and supporting information.

### **COMMON CRITERIA FOR EVERY AWARD CATEGORY**

Enthusiasing and engaging pupils with the process of learning - raising their sights, broadening their horizons and enhancing their learning potential.

Contributing to the ethos and morale of the school by inspiring and encouraging teaching and non-teaching colleagues.

Communicating effectively with, and responding to, parents and the wider community.

### **SPECIFIC CRITERIA BY CATEGORY**

#### **AWARDS FOR TEACHERS OF EITHER PRIMARY OR SECONDARY AGE PUPILS**

##### **1. Teacher of the Year**

- 1.1 Engaging pupils through the imaginative implementation of innovative or traditional teaching methods to enhance their learning potential.
- 1.2 Communicating pupils' progress effectively with them and their families and listening and responding constructively to their views.
- 1.3 Encouraging those that find it harder to learn than others, enabling them to achieve more.

## 2-. Contribution to School leadership

- 2.1 Demonstrating positive and clear leadership in directing and guiding the school community.
- 2.2 Creating a stimulating learning and teaching environment within the school.
- 2.3 Inspiring and encouraging staff to lead and take responsibility and supporting staff career development.

## 3. Working with Parents and the Community

- 3.1 Identifying specific needs in the community and showing leadership in working to meet and support them. 3.2

Motivating and encouraging others - including pupils and staff - to serve the wider community and to participate in schoolcommunity-based initiatives.

- 3.3 Involving parents and the community in supporting the learning needs of pupils.

## 4. Most Creative Use of Information and Communication Technology

- 4.1 Encouraging teaching and non-teaching staff to integrate ICT effectively into all curriculum areas to create a stimulating learning environment.
- 4.2 Encouraging pupils and staff to use ICT to enhance their learning potential.
- 4.3 Working with colleagues to develop and adapt ICT resources to meet the needs of pupils effectively and to maximise the benefits to the entire school community.

## 5. Excellence in Special Needs Teaching

- 5.1 Adapting learning and teaching methods and syllabuses to meet the needs of individuals effectively.
- 5.2 Influencing the special needs provision throughout the school by supporting and advising colleagues.
- 5.3 Communicating pupils' progress effectively with students and their families and listening and responding constructively to their views.

## 6. Outstanding Newly Qualified Teacher

- 6.1 Engaging pupils through the imaginative implementation of innovative or traditional teaching methods to enhance their learning potential.
- 6.2 Contributing to the curriculum and extra curricular activities within the school.
- 6.3 Willingness to learn and develop as well as the ability to seek advice from colleagues and act upon it.

## **AWARDS FOR TEACHERS OF PUPILS OF ANY AGE**

### 7. Lifetime Achievement Award

- 7.1 Has sustained a high level of achievement and commitment throughout a long teaching career.
- 7.2 As a Classroom Teacher: Enthusiasing pupils with their subject, and with the process of learning more generally - raising their sights and broadening their horizons.
- 7.3.i If now a Classroom Teacher: Encouraging and supporting colleagues, by sharing with them their extensive classroom experience.
- 7.3ii If now a Headteacher or Deputy Headteacher: Demonstrating positive and clear leadership in directing and guiding the school community.

## **AWARDS FOR SUPPORT STAFF**

### 8. Classroom Assistant of the Year

- 8.1 Supporting and developing the work of the class teacher to create a stimulating learning environment for the pupils.
- 8.2 Gaining the respect of colleagues and pupils.
- 8.3 Creating a supportive relationship with pupils, which has enhanced their progress in learning.