

Teaching Awards Categories

- The SSAT Award for Outstanding New Teacher of the Year
- The NCSL Award for Headteacher of the Year in a Primary School
- The Royal Air Force Award for Headteacher of the Year in a Secondary School
- The Award for Special Needs Teacher of the Year
- The DCSF Award for Enterprise
- The Becta Award for Next Generation Learning
- The TDA Award for Teaching Assistant of the Year
- The BT Award for Teacher of the Year in a Primary School
- The Guardian Award for Teacher of the Year in a Secondary School
- The DCSF Award for Governor of the Year
- The DCSF Award for Sustainable Schools
- The Ted Wragg Award for Lifetime Achievement
- The Welsh Assembly Government Award for the Promotion of the Welsh Language in a School

Endorse your nomination now at www.teachingawards.com

The deadline for nominations for the Teaching Awards 2009 is 1 March 2009

The deadline for submitting completed endorsed nominations is 5.00pm on 8 March 2009

The Teaching Awards
T: 020 7776 2340
E: info@teachingawards.com
W: www.teachingawards.com

THE TEACHING AWARDS 2009

ENDORSEMENT GUIDE



theguardian

Becta
leading next generation learning



“The work of teachers has unique outcomes for the health, wealth and welfare of every single person in this country. As a nation, we should be fantastically proud of them. I know I am.”

Lord Puttnam CBE, founder of the Teaching Awards Trust



THE TEACHING AWARDS 2009

Congratulations! Your school has received a nomination for the Teaching Awards 2009

For this nomination to progress, it needs to be endorsed by the school and supported by testimony from you and/or a member of the senior management team. This guide will answer any questions you may have and help you to prepare your endorsement. The endorsement is completed and submitted online to ensure that the process is as simple as possible.

The letter accompanying this leaflet gives you details of the nomination that your school has received including the password and ID that you need to access the endorsement website.

If you need any further help please contact us on 020 7776 2340.

Six good reasons to endorse your nomination for the Teaching Awards

- There is no better way to say thank you. Making a nomination is a unique chance to give them the recognition they deserve
- Teachers transform lives and help young people realise their potential – help us celebrate this exceptional profession
- You know that outstanding work goes on in schools every day – this is your chance to shout about it
- Winning a Teaching Award is a celebration for the whole school community
- The Teaching Awards gives schools the opportunity to network and share expertise
- Teachers are passionate about teaching and learning – help us tell their stories and celebrate excellence in education

Go to www.teachingawards.com and submit your endorsement today. The deadline for submitting completed endorsed nominations is 5.00pm on 8 March 2009.

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We are here to help you at every stage of the endorsement process so if you have any queries please get in touch on 020 7776 2340 or email us info@teachingawards.com

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Celebrating excellence in education and sharing expertise

Preparing your endorsement

Go to www.teachingawards.com and enter your password and user ID in the section headed Endorsement Login. These can be found in the letter accompanying this leaflet. Then follow the steps outlined below.

Welcome page

Your nomination/s are listed here for you to review. In the 'progress' column, you will see that your nomination/s are marked as 'awaiting approval'. The first thing you need to do is to 'accept' the nomination. To do this, click on the green button to the right labelled 'view nomination'. You will be able to read the details of the nomination, then select 'accept' or 'reject'.

If you do not wish to approve this nomination, simply select 'reject'. The nomination will then be removed from your screen. Selecting 'approve' takes you to the next screen and to the next step in the process.

If you select 'accept', you will see the following headings on screen:

- Nomination details
- Nominee details
- School details
- Endorser details
- Confirm category selection
- Nomination endorsement
- Submit endorsement

To the right of each heading is a link labelled 'show section'. Clicking on each of these links will reveal details of the nomination and each step in the endorsement process. Read each of the first three sections carefully

and if any information needs to be corrected, please do so.

Endorser details

Please insert the details of the person who will be responsible for submitting the endorsement.

Confirm category selection

Teaching Award categories celebrate a range of skills and contributions across the teaching profession and the school community. The awards recognise and celebrate schools, headteachers, teachers, governors and teaching assistants. Further information about categories can be found on our website www.teachingawards.com/nominations and on the reverse of this leaflet.

Please note that one endorsed nomination per category can be submitted by each school and a nominee may only be endorsed in one category in any given year.

Select the category in which you will be endorsing your nominee. It is recommended that you study the criteria closely in order to decide which category to select.

Nomination endorsement

When you have selected the award category, the next step is to gather and organise the evidence you will use to support your endorsement. The endorsement must be submitted via our website, so we strongly advise that you compose all your evidence in a Word document and then cut and paste it into the online form, regularly saving your work.

Please note the system will time out after 15 minutes. Any work not saved will be lost.

Your local judging panel will use this evidence to prepare a shortlist of candidates whose schools they will visit. It is recommended that you submit a succinct and comprehensive case for your nominee, approximately 1,000 words/two sides of A4 paper should be sufficient.

Follow the steps outlined below to help you to complete this stage:

Familiarise yourself with the category criteria the judging panel will use to assess your nomination. We ask you to complete the endorsement against each of the criteria.

Gather your evidence from a range of sources. The judging panel looks for the views of pupils, parents, colleagues and others, so we encourage you to invite comment from a wide range of people. You can guide them by sending them details of the category criteria.

Organise your evidence under the criteria. When you have all your evidence, you might like to prepare a brief summary statement for each criterion; use this statement to summarise the evidence presented.

Submit endorsement

The final part of the online process asks you to go to the section marked 'submit endorsement' and confirm that you have completed the form. **This is important as without this confirmation, your nomination will not progress.**

Finally, look out for our confirmation of receipt. You will receive confirmation by e-mail that your endorsement has been safely received.