



“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

ENTRY GUIDE 2018

To enter the 2018 Pearson Teaching Awards the teacher, headteacher, teaching assistant, lecturer or team needs to be entered by a member of staff from the school/college in which they work or an external stakeholder and supported by a 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 entry. All headteachers or in the case of a headteacher entry, deputy headteachers or the chair of the governing board will be informed of the entry.

We are here to help you at every stage of the process so if you have any queries please get in touch.

Enter at: www.teachingawards.com/enter_now
Deadline: **Friday 16th MARCH 2018 at 5pm**
Telephone: 07399 497 609
Email: info@teachingawards.com

2018 PEARSON TEACHING AWARD CATEGORIES

- The Award for Excellence in Special Needs Teaching
- The Award for Headteacher of the Year in a Primary School
- The Award for Headteacher of the Year in a Secondary School
- The award for Lifetime Achievement
- The Award for Outstanding New Teacher of the Year
- The Award for School of the Year - ‘Making a difference’, supported by Future First
- The Award for Teacher of the Year in a Primary School
- The Award for Teacher of the Year in a Secondary School
- The Award for Teaching Assistant of the Year
- The Award for Outstanding Use of Technology in Education, supported by Google
- The Award for FE Lecturer of the Year
- The Award for FE Team of the Year

Good Reasons to Enter

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

See the [testimonials](#) page on our website for more about the impact of winning an award.

Please note the Pearson Teaching Awards operates the following policies:

- A person may only be entered into one category in any given awards year
- Previous Teaching Award winners cannot be entered for further Pearson Teaching Awards
- If the nominee will be retiring before April 2018 then sadly they are not eligible to be entered for a Teaching Award.

WRITING YOUR ENTRY

Selecting a category

It is recommended that before you begin any category selection you study the criteria closely in order to decide which category to select. Category criteria can be found at the top of the screen by downloading each category template.

Entry

When you have selected the award category, the next step is to gather and organise the evidence you will use to support your entry. The Teaching Awards judges will use this evidence to prepare a shortlist of candidates whose schools/colleges they will visit.

It is recommended that you submit a succinct and comprehensive case for your entry, approximately 250 words per category criterion (not including opening statement). Please note that when your colleague receives their thank you card, they will be able to see what you have written about them in the opening statement, but not the rest of the entry form.

Follow the steps outlined below to help you to complete your entry form:

- 1.** Familiarise yourself with the category criteria the judging panel will use to assess your entry. It is important that you complete the entry form against each criterion, so please think about the core question and address the category criteria when completing your entry. Criteria questions are designed as a prompt to help you in formulating your entry and to give guidance on the type of questions that panel members will be exploring to compile their shortlist of finalists.
- 2.** It is recommended that you provide evidence and examples to support your statements wherever possible. 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 details of the category criteria.
- 3.** 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.

EMAIL YOUR COMPLETED ENTRY FORM

Once you have written your entry in your chosen format, please email it to info@teachingawards.com ensuring all sections are completed, any incomplete entries will not be accepted. If you have not received a confirmation of receipt within 5 days please get in touch ASAP by emailing us at the above email address or phoning 07399 497 609