



*“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, the Teaching Awards Trust*

## ENTRY GUIDE 2019

This guide will answer any questions you may have and help you to prepare your entry.

[www.teachingawards.com/enter](http://www.teachingawards.com/enter)

Deadline: Midnight on Sunday 10<sup>th</sup>  
March 2019

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

Telephone: 07399 497 609

Email: [info@teachingawards.com](mailto:info@teachingawards.com)

## Entry process

Entries must be submitted by a member of staff from the school or college in which they work, or by an external stakeholder and supported by a testimony from you and/or a member of the senior management team.

An entry can be for a teacher, headteacher, teaching assistant, lecturer or team.

The headteacher or principal (or in the case of a headteacher entry, the deputy headteacher or the chair of the governing board) must be informed of the entry by you, prior to you submitting the form.

## Entry policies

- Schools can enter **one nominee per category**. nominees may be entered from any school or college but across different categories. (*NEW RULE FOR 2019*)
- An individual may only be entered into one category in any given awards year.
- Previous Pearson Teaching Awards winners cannot be entered for further Pearson Teaching Awards.
- If the nominee will be retiring before April 2019 then sadly they are not eligible to be entered for a Teaching Award.



## Writing your entry

### Selecting a category

We recommend that before choosing a category, you study the criteria closely in order to decide which category to select. Category criteria can be found [here](#).

### Entry

When you have chosen the appropriate 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.

We recommend that you submit a succinct and comprehensive case for your entry, approximately 250 words per category criterion (not including opening statement).

### 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. We recommend 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.

## Complete the entry form

Please complete the form [online](#). If you can't complete the form in one sitting, choose to save and continue. This will email you a link to your form which you can then access from any computer, in order to continue / finish the form.

Once you have completed the online entry form, please click the 'submit' button at the bottom of the form ensuring all sections are completed. Any incomplete entries will not be shortlisted. If you have not received an automated confirmation of receipt within 5 days please get in touch by emailing us at [info@teachingawards.com](mailto:info@teachingawards.com).

## 2019 Categories

- \* The Award for Digital Innovator of the Year, supported by Google
- \* The Award for Excellence in Special Needs Teaching
- \* The Award for FE Lecturer of the Year
- \* The Award for FE Team of the Year
- \* 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 Primary School of the Year - making a difference, supported by Future First
- \* The Award for Secondary 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

## Why enter?

- \* *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 and colleges every day – **this is your chance to tell everyone about it.***
- \* *Winning a Pearson Teaching Award is a celebration for the whole school community, and the benefits are wide-ranging.*
- \* *The Pearson Teaching Awards gives schools and colleges the opportunity to network and share expertise.*
- \* *Teachers are passionate about teaching and learning – help us tell their stories and celebrate excellence in education.*

*The Pearson Teaching Awards is a unique chance to give teachers and schools the recognition they deserve on a national stage. See the [testimonials](#) page on our website for more about the impact of winning an award.*

***Make someone's day – enter them today!***