



2022 Judging Guidelines

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*

The Teaching Awards were established in 1998 by David, Lord Puttnam CBE, as a means of **recognising and celebrating excellence in education**. The Awards honour outstanding teachers and teaching and highlight just how vital success in education is to the health and wealth of the UK.

Our aim is to identify, recognise and celebrate excellence in education and the vital role that teachers, leaders and schools have in facilitating positive community engagement in the UK.

Our vision is for a teaching profession with high morale and a society that values and celebrates the great work that is done by teachers and leaders in education.

The Teaching Awards works in education to support young people in achieving their potential through three main projects:

The "Thank-a-Teacher" campaign; giving young people a voice by enabling them publicly to thank a teacher who has made a significant difference in their lives.

The Pearson National Teaching Awards: the prestigious award programme identifies and celebrates exceptional teachers who are achieving outstanding results, often in the most challenging circumstances. The UK final is filmed and broadcast by the BBC

Sharing Expertise: those who win Teaching Awards are leaders in their profession. On winning, they join the alumni of distinguished Teaching Award fellows who are often asked to share their successful strategies across the profession through speaking events, conferences, and media opportunities.

The rigorous nature of the Teaching Awards judging process is key to its excellent reputation across the UK. Thank you for taking part and helping us to ensure the highest quality standards are maintained.

Judging commitment

Judging stage	Detail	Time commitment
Judging team phone / face to face/video call meeting	Discussion & allocation of roles within the team, date setting for visits and discussion of roles on judging visit	1 hour
Reviewing entries & shortlisting	Generally done outside of teaching time	2-3 days
Liaison with school re judging visit	One judge in the team to contact schools, arrange visits, send an agenda, make suggestions of who to invite along to the visit and of what has worked well on previous visits.	1 day
Virtual Judging visits	Visit your shortlisted nominees virtually (maximum of 8). Each visit to be 2 hours long. In addition, review additional evidence provided, if applicable.	4-6 days Maximum 20 hours. Evidence can be reviewed outside of school hours.
Results, recommendations for Silver and Gold winners and preparation of judges' reports for all winners	Write a 250-word report for each Silver winner and a more comprehensive report of around 1000 words for your Gold winner. We recommend one judge writes the Gold report, and the Silver reports are shared between you.	1/2 day – 1 day
Self-reflection form	All judges to complete the self-reflection form online at the end of your judging. The results of these will be discussed at the Panel meeting and used to improve the process in 2023.	10 minutes
Panel meeting and Silver Winner's Tea	Judges to attend the Panel Meeting to feed back on the judging programme, announce your Gold results and attend the Silver Winner's Tea with silver winners from your category. Virtual / face to meeting TBC Silver Winners' Tea Venue TBC for 2022	1 day
Attending a Pearson National Teaching Awards winner's presentation on Silver Winners' announcement day	If there is a school local to your own which has a silver winner, you are most welcome to attend the in-school celebration when the winner is announced and celebrated, if the winning school is happy to accept visitors. Silver Winners announced on 26 th May.	½ day – optional

Judging rules

- ❖ You cannot be a judge if you are nominated for an award - but you can choose whether the nomination should proceed or not
- ❖ You cannot make entries if you are a judge
- ❖ If you know a nominee you must not take part in any part of the process for that particular nominee- from authorising the nomination, planning, or taking part in the visit or being present for any part of a results discussion prior to a final decision being made at the panel meeting
- ❖ Additionally, there is a conflict of interest when
 - someone at your school is nominated or
 - you know a nominee, in whatever context

Judging policy

The Pearson National Teaching Awards follows a clear judging policy to determine who wins an Award which identifies as award winners those whose performance is fully effective, outstanding, and who are exemplars in their field.

All awards are made following a rigorous judging process and in line with the judging principles and guidance outlined in this document.

Principles of the judging process

Peer led: this is a peer-led process in two respects:

- ❖ the judging teams comprise members of the education community, the majority of judges are or have been practising teachers, and many of them are previous Teaching Award winners
- ❖ we take care to gather information from a wide range of sources, including nominees' peers, who contribute to the judging process by providing testimony

Evidence based: awards are made based on the evidence presented in entry forms followed by virtual and / or face to face visits to schools or colleges.

Against the criteria: for each award category, we provide criteria as the basis for judging. These criteria are based on characteristics that distinguish outstanding performance in each award category

Using the scoring system provided: assessment is made against the criteria provided for each award category, using the scoring system. The scoring system is an aid for judges and is not used for administrative purposes by the Pearson National Teaching Awards

Open and accountable: by acting in line with the Pearson National Teaching Awards' judging policy and principles, judges act to maintain the integrity of judging and to ensure a judging process that is open and accountable

2022 Award categories

1. The Award for Digital Innovator of the Year
2. The Award for Early Years Team of the Year
3. The Award for Excellence in Special Needs Education
4. The Award for FE Lecturer of the Year
5. The Award for FE Team of the Year

6. The Award for Headteacher of the Year in a Primary School
7. The Award for Headteacher of the Year in a Secondary School
8. The Award for Impact through Partnership
9. The Award for Lifetime Achievement
10. The Award for Making a Difference - Primary School of the Year
11. The Award for Making a Difference - Secondary School of the Year
12. The Award for Outstanding New Teacher of the Year
13. The Award for Teacher of the Year in a Primary School
14. e Award for Teacher of the Year in a Secondary School
15. The Award for Teaching Assistant of the Year
16. The Award for Unsung Hero

The judging process

The judging process consists of five steps:

Step 1: Contact your judging partner/s

You will be judging in partnership. Please contact your judging partner/s and introduce yourself. It is advisable to liaise on visit dates very early in case there are some dates you cannot make during the visit period.

Step 2: Review entries

By **Tuesday 8th March** we will endeavour to give you access to the new online judges system. All entries will be viewable on here. All shortlisting and results need to be recorded on the database, in a timely manner and by the deadline (or earlier, if possible). You will also receive an Excel list of all entries. Please cross reference this to ensure you have all the entries you should have. You will have access to ALL entries received, but you only to review those with an internal status of Accepted or Judges moderation.

We ask you to select your finalists for visits based on the quality of the entries, as submitted. We are planning for you to visit potential **Teaching Award Silver Winners**. If you visit a finalist who does not merit a Teaching Award, you can allocate one of the "runner up" levels of recognition: **Bronze Winner or Highly Commended**. Where a visit does not stand up at all to the entry on paper, the status of Certificate of Excellence should be allocated.

In reviewing your entries, divide them into

- those you will **not visit**; these will receive a **Certificate of Excellence** and a letter from Michael Morpurgo judged on the basis of their submitted paperwork
- those you **will visit** – these are now termed **Shortlisted**

Preparing a shortlist - aims

To identify finalists of award-winning standard to be visited:

- whose performance and contribution are fully effective, outstanding, or inspirational and
- who are the most outstanding of those entered nominated based on the evidence presented?

Scoring guide

A scoring guide is detailed below which can be used to help evaluate the evidence submitted for each criterion by assigning a score from 0-5. Please note that the scoring system is provided only for use as a judging tool. Your scores are not used for any other external or internal purposes by the Pearson National Teaching Awards.

JUDGING SHORTLISTING SCORING GUIDE 2022

SCORE	PERFORMANCE LEVEL	SCORING GUIDANCE	SHORTLISTING GUIDANCE
1	Effective performance	Use this rating to reflect evidence of effective / satisfactory performance against the criteria as described. Professionals performing at this level across their role would be considered ineffective in their school. This should be expected as a minimum.	These are unlikely to make your visit shortlist. Assign a judging status of Certificate of Excellence.
2	Good performance	Use this rating to reflect evidence of good performance against the criteria as described. Professionals performing at this level across their role would be considered an asset to their school.	Highly Commended: Nominees would have made your shortlist if you there was no upper limit on the number you are able to shortlist / judge. Strong entries that meet the scoring guidance, they stood out to you, but when drilling down, didn't make the final cut. Assign a judging status of Highly Commended. The second option at this level is Bronze Winner. These would appear on your shortlist as a Finalist. You might choose to visit some of the nominees - at visit level they fall slightly short of Silver Winner Status. Change their status from Finalist to Bronze Winner. OR you might want to recognise them as just falling short of Silver winner status on paper, but you choose not to visit them, when deciding on your visits. Assign them a status of Bronze Winner.

3	Outstanding performance	Use this rating to reflect evidence of outstanding performance against the criteria as described. Any professional performing at this level across their role would be considered an outstanding performer in most or all schools.	These would definitely appear on your visit shortlist and are likely strong contenders for a Silver win, and potentially a Gold win. Allocate an initial status of Finalist Once visited, please amend the judging status to show either a downgraded final status (BW, HC, or CE) or an upgraded one: Silver Winner, Gold Winner.
4	Leading edge performance	Use this rating to reflect a level of performance which extends the boundaries of effective performance. Any professional performing at this level across their role is likely to stand out as highly exceptional in their contribution to their school and to creating new and inspirational approaches.	These would definitely appear on your visit shortlist and are strong contenders for a Silver and potentially a Gold win. Allocate an initial status of Finalist. Once visited, please update the judging status to show either a downgraded final status (BW, HC, or CE) or an upgraded one: Silver Winner, Gold Winner.

Step 3: Visit schools/colleges

Contact the **Headteacher / Principal / EY setting manager** (or deputy/ vice principal if it is a Headteacher nominee) of the school, college or EY setting you intend to visit, confirm the visit date and time, and talk them through the visit guidelines which will be available on the Judging templates page for you to download. It is important they are ready for your visit, so you can help them by letting them know the format the visit should take and making sure they fully understand the importance of the visit. Please also confirm the visit with the contact by email.

Please note the entry may have been written by another member of staff however it is important that you contact the **Headteacher in the first instance**; their contact details should be on each entry form. They may well then pass you on to the nominator to liaise with, which is absolutely fine.

Visit your schools/colleges/EY settings. The judging visit is presented as an opportunity for the whole school community to celebrate the fact that they have a Pearson National Teaching Awards shortlisted nominee.

You are looking for Silver Award winners and from those who gain Silver Winner status, you are selecting a Gold winner.

We recommend you make between 3 and 6 visits where you have enough suitable entries and these visits could be in England, Wales, Scotland and/or Northern Ireland. Judging in Scotland for the six categories joining at Silver level will take place separately, as will additional judging for the 4 winners of the Professional Teaching Awards Cymru (PTAC). These winners from the Scottish Education Awards and PTAC are as eligible as any Silver Pearson National Teaching Award Winner to win Gold in their category.

Recording the evidence on your visit:

- **make a note of what people say:** as far as possible, record witnesses' comments verbatim
- **make a note of what you see:** this might include your observations of how students behave in the classroom, or of what you see when you interview a group

In summary, we recommend that each member of the judging team plays a role in recording evidence accurately and faithfully, and without interpretation. These roles should be agreed in advance.

All teaching staff must be observed teaching if you undertake a face-to-face visit.

Step 4: Collate your evidence and confirm results

Following your visits, you will need to collate the evidence you have gathered. At this stage, you need to match the evidence presented to the award category criteria.

We suggest that you start by collating your own evidence under each of the award category criteria headings, before pooling it with your co-judge/s. By doing this you will capture the richness of your own evidence and will be able to note and examine discrepancies. When you have assessed the evidence individually, compare notes with the other member(s) of your judging team to compile a master document of evidence for each finalist.

- ❖ Review your evidence for each finalist. When you first collated and assessed the evidence were there any pieces of evidence you failed to consider that might help you now?
- ❖ Review your scoring against the evidence presented for each finalist. Check for any 'borderline' scoring decisions and check that you have assigned the score you think is appropriate for the evidence presented.

Discuss outcomes with your fellow judge(s). You are awarding Silver awards and one Gold award. You may also award Bronze Winners and Highly commended nominees. (Please see scoring guide). Confirm your results by 9th May 2022.

The Award for Teacher of the Year in a Primary & Secondary School categories

Both of these categories have a North and South judging team. We recommend you each visit a maximum of six nominees. From your combined silver winners one Gold winner must be chosen, per category. If teams can not agree on a Gold winner, then you are permitted to make another visit with one member of each of the teams to compare each winner in your regions or refer the decision to the Chair or Vice Chair of the Judging panel.

Step 5: Submit your reports

Write a brief 250-word report on each Silver winner and a full 1000 word report against the criteria for the Gold winner. Please highlight any stories that would draw good media/ PR coverage or make great films for the BBC's The One Show.

Judging tips: General

- ❖ Use only the evidence presented to you through each entry as the basis for preparing your shortlist
- ❖ Be alert to potential conflicts of interest. If you have any doubts or questions, please contact the Pearson National Teaching Awards. **Remember that judges cannot submit entries or take any part in the judging visit as a supporter of a nominee they know personally**
- ❖ Use the evidence and the scoring system to help you. If you find that you and your co-judges have radically different scores for a particular nominee, discuss the evidence and the conclusions you have reached that have led you to your score. In the same way, if you are struggling to differentiate between a large number of outstanding nominees, review your scoring of the evidence. This will help you to examine fine differences and to make difficult decisions about whom to shortlist
- ❖ Use the entry form for the basis of scoring. Where an entry has come from a thank you the original 'thank yous' could have been written by anyone (students, colleagues, parents, etc.) and therefore will vary in quality and consistency
- ❖ If in doubt about the quality and quantity of evidence presented, score 1 for that criterion. In this way, we can be confident ahead of time that the finalists visited are performing at a level which is fully effective, outstanding, and inspirational
- ❖ If you feel a nominee in your category would be better placed in another category notify Kate Micallef as soon as possible. Finalists may only swap category before a school visit has taken place

Disclosure and Barring Service

While many judges may have current clearance, this is not mandatory. It is important that you bear this in mind when preparing for the visit. We ask our judges to observe each school's, college's or EY setting's policies and procedures for visitors, and we always expect them to be accompanied by an authorised adult throughout the visit. Judges are always expected to stay together during the visit.

Expenses and claims

Claimable expenses incurred as part of the judging process are outlined on the expense claim form. This can be downloaded from the Judging templates page which is linked on your online judging category dashboard.

Please ensure that all expense claim forms associated with school visits and subsequent panel meetings are submitted no later than 10 July 2022.

Frequently asked questions

What are the Pearson National Teaching Awards?

You can read our FAQs [here](#)

If anyone has a question that hasn't been covered here, they can either email info@teachingawards.com or call Kate Micallef on 07399 497 609 who will be able to help.

Key dates

Key dates and the process can be found [here](#)

Thank you judges
We hope you enjoy your judging experience!