

## SHORTLISTING

### Shortlist on your own

Shortlisting individually will allow you the opportunity to introduce the first element of quality assurance into the judging process.

### Use the scoring template provided by The Pearson National Teaching Awards

The template will allow a second element of quality assurance into the shortlisting process but will also enable you to make initial notes to refer to when undertaking the visits.

### Compare your list with your co-judge(s) to produce the final shortlist

This is the most important part of the shortlisting process. By using and annotating the template you will be able to justify your decisions and challenge/support your fellow judge's decisions. When this is complete you need to inform The Teaching Awards of the shortlist and prepare for your visits.

## PREPARATION FOR YOUR VISITS

### Agree a range of dates when you are available

When you are agreeing dates with your co judge(s), include additional dates to cater for eventualities, and to ensure that everybody on the shortlist can be seen.

### One judge to organise all visits

This will allow for clear lines of communication to be developed between the school and judging team; this judge should act as the key point of contact for the schools and The Teaching Awards and disseminate all relevant information to the other members of the judging team. This can be disseminated via your Category Teams chat. Alternatively, you can split this task 50/50, but the judge initially contacting the school should remain the school / college's contact throughout the process.

### Ensure that a wide range of activities are undertaken

See the judging visit guidelines for specific suggestions.

### Review social media/Ofsted/Estyn/ETI reports

This will enable you to develop an understanding of the school and its ethos before your visit. It is advisable to do run another social media search before you decide on your winner, to ensure there are 'skeletons in the closet' to be found!

## THE VISIT

### 15-minute pre-visit judging meeting with your co-judge

This will allow you to discuss initial impressions and share any information you might have gathered from your initial internet search.

### **Remind everyone involved that this is a celebration**

This is key, and it might seem obvious, but many finalists become stressed due to observations; you should remind everybody who you speak with that this is a celebration, is an incredible honour, and is certainly not an 'Ofsted' style accountability visit.

### **Take as many notes as possible**

At least one judge should take as many notes as possible during all activities; **recording quotes** from individuals is also incredibly useful. This will allow you to write your reports more accurately and will help with the final element of quality assurance, should there be two potential gold winners.

**\*The BBC look out for good TV news stories at our panel meeting, so please note anything down that would make good TV!**