



Department of
Education

Public education
A world of opportunities

WA Education Awards 2019

Robyn Cleaver and Doug Booth

Overview of the session

- About the awards
- Categories
- Where to start
- Tips to write an effective submission
- Tips from a nominator's perspective
- Tips from a judge's perspective

Why spend time entering the awards?

- Self evaluation
- Media coverage
- Brand integrity / credibility
- Third party endorsement
- Staff acknowledgement and rewards
- Inspire better industry practice

Consider your reasons for nominating

The 2019 Western Australian Education Awards have:

- 11 categories
- Up to four finalists per category

In the first instance your nomination seeks to:

- Acknowledge the efforts of staff to make a difference
- Reflect on achievements to date
- Celebrate within your school and wider school community

Finalists and winners

Where an individual or school is selected as a finalist, or ultimately as a category winner they:

- hold the honour of being recognised more broadly
- help promote the achievements and successes of their students and school communities
- represent the very best in public education in Western Australia
- undertake professional learning in areas of their choice
- enhance relationships with education, community and business leaders

Commencing your nomination

The screenshot shows the top navigation bar of the Department of Education website. It includes links for Home, Accessibility, Contact, and a search bar for the WA Government. The Department of Education logo is on the left, and a search bar with the text "How can we help?" is on the right. Below the navigation bar, there are menu items for Schooling, Before school, Public school life, Careers, Newsroom, and Our organisation, along with a "Find a School" button. The main content area features a large banner for the "WA Education Awards" with a "NOMINATE NOW" button. The banner text reads: "We thank our teachers, leaders and support staff for making a difference in the lives of our students. Nominations are now open." Below the banner, there is a breadcrumb trail: "Education / Our organisation / WA Education Awards" and icons for Print and Share.

We love passionate educators. Who deserves your recognition?



Categories

Nominations are now open and will close on **Friday, 31 May 2019**

Staff Awards

[WA Premier's Primary Teacher of the Year](#)

[WA Premier's Secondary Teacher of the Year](#)

[WA Beginning Teacher of the Year](#)

[WA Education Assistant of the Year](#)

[WA Aboriginal and Islander Education Officer of the Year](#)

[WA School Services Staff Member of the Year](#)

[WA Primary Principal of the Year](#)

[WA Secondary Principal of the Year](#)

School Awards

[WA Primary School of the Year](#)

[WA Secondary School of the Year](#)

[WA Premier's Excellence in Aboriginal Education Award](#)

Where to start

Who can nominate?

- Anyone employed by the Department, as well as chairs of school boards/councils and presidents of parents and citizens' associations can prepare nominations
- Parents and students are not eligible to submit a nomination
- It is not possible for a staff member to submit a self-nomination

First and foremost

So how do we go about preparing an awards submission?

First and foremost:

- Do you meet the eligibility?
- Can you address the criteria?
- What do the organisers want?

First and foremost

Do you have resources to invest in putting together an application?

- If someone is worth nominating, they are worth spending the time doing a well planned, well put together submission
- Appoint someone to do the work
- Don't leave the nomination to the last minute!
- Resource it!

Commencing your nomination...

- Is there a template?
- Is there a font style and size?
- Is there a page limit?
- Yes, yes and yes!
- It is all explained clearly on the website – follow the rules – otherwise you could be ineligible...

<https://www.education.wa.edu.au/wa-education-awards>

Ready: Get started with the data entry!

WA Premier's Primary Teacher of the Year

Nominee Details

E Number	<input type="text"/>
Title	Select...
First Name	<input type="text"/>
Surname	<input type="text"/>
School	Select...
Specialty Area	Select...
Work Email	<input type="text"/>
Mobile	<input type="text"/>
Years of Service	<input type="text"/>
Undertaken a career change in the last five years	Select...
What university did you complete your teaching degree at?	Select...
Principal's Title	Select...
Principal's First Name	<input type="text"/>
Principal's Surname	<input type="text"/>
Principal's Email	<input type="text"/>
Independent Public School	Select...

WA Premier's Primary Teacher of the Year

Nomination documents

Instructions

Choose a file (by pressing 'choose file' or 'browse') and then press the upload button to attach your documents. Please ensure each file name has an extension such as `.doc` or `.pdf`. Any file name, including the extension, longer than 100 characters will be truncated. The maximum file size for each document is 20Mb.

The system will notify you if you haven't uploaded all of the supporting documents (please exclude optional documents).

Upload your nomination

nomination
<input type="text"/> Browse... <input type="button" value="upload"/>

Upload your nomination's support documents

supporting document one (optional)
<input type="text"/> Browse... <input type="button" value="upload"/>

supporting document two (optional)
<input type="text"/> Browse... <input type="button" value="upload"/>

supporting document three (optional)
<input type="text"/> Browse... <input type="button" value="upload"/>

<input type="button" value="Previous"/>

Where to start...Planning!

Look at the criteria - they are pretty broad

- Review the relevant Department and other information listed on the Awards website for your category. For example:
 - *AITSL Australian Professional Standards for Teachers*
 - *Focus 2019*
 - *High Performance – High Care, the Department’s Strategic Plan for WA Public Schools 2016 –2019*
 - *Aboriginal Cultural Standards Framework*
- Look at some (e.g. AITSL) standards – pick out the words in each standard that reflect the skills of the staff member you are nominating (or equivalent if a school category) and note them in the relevant selection criteria
- Consider the supporting evidence needed and upload when available

Addressing the selection criteria

- Gather all existing written information
 - Collect everything about this person – Level 3 Teacher applications, portfolios, previous award submissions, letters from parents, CVs, job applications – anything and everything about that person that already exists
 - If a school category, look to your business plan, annual report, and the available data in Schools Online, SAIS, SIRS etc
- Select relevant information and place it under the relevant criteria. If it doesn't fit under a criterion then it doesn't belong in the submission

Addressing the selection criteria

- Starting is often the hardest part!
- Start with dot points under selection criteria
- Cut and paste relevant content from your existing materials and paste them under the relevant selection criteria...as a starting point
- You want to meet and address the criteria but you also want a compelling narrative – something that the judges want to read and that is engaging to them
- Turn the dot points into well crafted sentences

Addressing the selection criteria

- What makes the nominee special?
- What is their story?
 - Heart
 - Meaning
 - Backstory or narrative
- Talk to the nominee. Parents, students, other teachers, support staff – get real life compelling stories that talk about how this person/program/school has changed students' lives and improved outcomes
- Identify what is missing – what are the gaps? Where is the nomination weak?
- Gather that information and incorporate into the submission

Key principles to effective writing

- use plain language with everyday words
- use the active voice where possible
- write short, simple sentences
- be clear and concise
- be consistent in your language
 - *Is it a program or project? Choose one and stick to it*
- write with your audience and purpose in mind
- minimise jargon, abbreviations, acronyms and specialist terminology

Key principles to effective writing

- We want things to be easy to read – easy to write – easy to understand
- Rather than jargonising and making everything bureaucratic – we want to remove all the barriers and make things readable – about Year 9 readability
- You could even use a readability tool – check out hemingwayapp.com

Proofing the nomination

Now that you've written your nomination...

- Get someone who is not in your industry to read the application. They can check for jargon and ensure that it is easy for anyone to understand
- If you can.....get someone else to edit, proof and help with the process
- Gather supporting evidence documents if allowed and ensure they meet the organisers' requirements

Examples and evidence

- Attachments - these can be letters of support, school data or NAPLAN results etc...
- Each attachment is to be no more than one single-sided page and must only consist of the one item, for example, one letter of support is one attachment. The total of your whole nomination must not exceed 10MB
- Follow the rules set by the awards coordinator
- Photos of the nominee are required this year – see the individual category pages for what is expected of that category

Considerations...

- Don't assume the judges are from your industry. Sponsors are often invited to sit on judging panels
- Judging matrixes are designed around the selection criteria
- Don't try to be too fancy with how your nomination looks
- Make sure you are entering a worthwhile project
 - You might be working on a great project but is it ready to enter an awards program? Is there enough evidence right now? Would it be better to enter it next year?
- If you aren't successful one year, try again the next!

Remember...

STAND OUT

THE NOMINATION IS A TRIGGER TO LOOK DEEPER – IT IS ONLY ONE SOURCE OF DATA FOR THE AWARDS PROCESS

LEAVE YOURSELF ENOUGH TIME TO SUBMIT YOUR NOMINATION

What makes your nomination the most competitive?



More reference points - what is the context of your school and how does it relate to your nomination/s?



School Profile

- Is your nomination responsive to your school's context?
- Type of school
- School characteristics
- Student characteristics
- Student achievement



Local Considerations

- Is your School Structure unique?
- Is your Staff Profile tailored to your nomination?
- Do you have Specialist Educational Programs?
- Do you have a tailored Timetable or School Structure to match your project/program?
- Is the Community engaged?



System Considerations

- Do System imperatives influence your nomination?
 - Dept Documents
 - High Performance -High Care
 - Focus 2019
 - ESAT
- Do Authority Imperatives influence your nomination?
 - WA Curriculum
 - Student Assessments
- Do Policy Imperatives influence your nomination?
 - AITSL Standard
 - SIA Framework
 - National School Improvement Tool
 - Principal Performance Improvement Tool



School Direction

- Is your school direction reflected in your nomination?
- Your School Self-Assessment Processes
- Your Business Plan
- Your Operational Plan
- Your Workforce Plan
- Your Annual Report

Remember the panel will have access to this information if required.

The panel process

- Nomination meets all Terms and Conditions
- Pre-reading of nominations
- Pre-reading of Department data and other information
- Shortlisting meeting
- Site visits
- Report to panel members from Chair and Executive Officer
- Judging meeting
- Confirmation of winner
- Final report

Site visits

- Two panel members visit the school
- Prepared questions to explore nomination claims and to clarify panel assessments
- Interviews:
 - Student representatives; Leadership Team representative/s; Support Staff representatives; Teaching Staff representatives; Parent/Community/Board/Council representatives; and the
 - Principal
- Staff release is at the discretion of the school
- Panels try to run to time with each interview being 20 minutes

Schools that rank higher than others

- Articulate complexity and draw explicit links from that complexity to targeted strategies
- Support assertions with relevant evidence
- Indicate explicit and empowering links to the broader community

Schools that rank higher than others

- Demonstrate sound performance compared to like schools over time
- Articulate highly contextual, non-generic visions/strategies for their school
- Promote and demonstrate innovation

Schools that rank lower than others

- Fail to use the application to differentiate themselves from other schools
- Rely on global, generic assertions about their performance that are not validated or exemplified in an explicit manner
- Present survey data in its raw form without any evidence of analysis or reflection

Schools that rank lower than others

- Provide annual reports that omit useful data
- Highlight school processes that are simple checklists e.g. Gifted and Talented programs, distributed leadership, data analysis
- Exceed the page limit

Panel observations

- A whole school perspective that has a focus on learning.
- The focus is on the learning that is taking place and not necessarily the teaching.
- The clear understanding of curriculum is tailored to the needs of students.
- Extensive commitment by the school community to engaging in professional development for all of its teachers and those who support the work of teachers (time and resources).
- Evidence of parent and community involvement and support for the program.
- Evidence to suggest that the program has led to greater involvement of the school with its community.
- A commitment to sustained, ongoing change over an extended timeline.
- An integrated approach is adopted across the school.

Panel observations

- Best practice principles are demonstrated across the school.
- The school commitment is clearly evident, as shown by the time commitment made by individual staff involved in the program/project.
- Action research issued to explore options for improving teaching, learning and assessment.
- Clear evidence of best practice, including such things as explicit teaching and incorporating strategies that have been found to be successful.
- A high degree of collaboration amongst staff.
- A common view and understanding of teaching, learning and assessment amongst the staff is evident.
- There is a clear focus on student outcomes, with student needs being the starting point.

Panel observations

- Clear evidence of teachers having participated in focused, specific professional learning to meet the needs of their students.
- The initiative is seen as innovative and embedded in the curriculum.
- Reflective practice is evident as staff engaged in the initiative, and time is structured to facilitate this occurring. There is also a strong link made to performance management processes in the school.
- A strong indication that staff are thinking about what they were doing and are looking at their student needs in their context, rather than going for a 'packaged' program.
- Contemporary evidence-based methods are used to collect data regarding student achievement and progress.
- The strategies put in place are seen to ensure a high degree of sustainability.

GOOD LUCK

Good luck
with your
nomination