



A Short Guide to Writing a Winning Nomination for the Australian Teacher Aide of the Year Awards

This step-by-step guide, and the sample nomination below, have been designed to assist you to submit a successful nomination.

Nominations will be judged using the criteria below:

- C1: Positive impact on student learning and wellbeing**
- C2: Collaboration with colleagues and the community**
- C3: Continuous improvement through professional development and training**

Please ensure your nomination addresses each criterion.

Maximum word limit: 1000 words

HEADING

Name of Nominee:

Name of Nominator:

Name of School:

STEP 1: Briefly introduce the nominee, and include their job title, the name of the school, and provide a general overview of the nominee's role (*This provides context and is not used to assess the nomination*)

STEP 2: Write each criterion as a heading.

Describe how the nominee meets each criterion. Provide details of key roles, curriculum focus, experience, any programs they implemented to support students (or others) and highlight their strengths.

Use bullet points to provide supporting information that illustrates the impact of the nominee's work in relation to each criterion. This may include quotes from teachers about the nominee's impact on student learning and wellbeing, data showing progress, specific examples of student improvement, or outcomes of a specific support program implemented by the nominee.

SAMPLE NOMINATION

This is a sample nomination intended to provide you with some guidelines to assist you to respond to the awards criteria:

STEP 1:

It is our pleasure to nominate Ima Member for the 2021 Australian Teacher Aide of the Year award.

Ima has worked at Itsa School as a Learning Support Officer for the past 12 years. During this time, she has worked with students from Prep to Year 6, and some of her key roles have been supporting students with disability, providing reading and numeracy intervention, and assisting with the music program. Ima has always demonstrated a passion for her work and is held in high regard by the school, parents and community.

STEP 2:

C1: Positive impact on student learning and wellbeing

Ima has a significant impact on the learning and wellbeing of students at our school. She works in partnership with two learning support coaches to lead the school's literacy intervention program. Ima is recognised for her outstanding ability to support learning, particularly in reading and numeracy intervention.

Ima inspires a love of learning and students look forward to working with her. Teachers and parents regularly comment on her natural ability to instil confidence, and break down challenging tasks to make them achievable.

Ima has a special gift when it comes to developing rapport and trust with students, especially with those who have experienced trauma, at risk students, and students with disability.

- *The progress of the students Ima supports has been outstanding. Last year, 80% of the students who received literacy intervention with Ima progressed two or more levels in 12 months*
- *Ima gets to know students' strengths and interests and adapts her approach to suit individual learning preferences. For example, Ima worked with a Year 6 student who was struggling with computation skills. Ima engaged the student by drawing on his love of ruby league, and as a result, not only did the student's computation skills improve significantly, but he also started to engage in math lessons, to the delight of his teacher.*
- *It was Ima's initiative to start a music extension program, and what initially started out as a small lunch time activity for students with poor social skills, has developed into a whole school event, with an annual concert held in the community. This initiative has resulted in improved school attendance and better engagement by the students involved in the program.*