

Australian Teacher Aide of the Year Awards



Guide to Writing a Winning Award Nomination



Australian Teacher Aide of the Year Awards

Thank you for your interest in submitting a nomination in the Australian Teacher Aide of the Year Awards.

This guide has been designed to assist you to submit a successful individual or team nomination, and includes:

- Nomination Information
- Sample nomination

We are delighted that you have chosen to acknowledge the valuable contribution your support staff make to student learning and wellbeing, teachers and the school.

Warm regards

The ATA Team

Contents

Australian Teacher Aide of the Year Awards	2
Nomination Information	4
Nomination criteria	4
Word limit	4
Writing Your Nomination	4
Submitting your Nomination.....	4
Terms and Conditions	4
Sample Nomination	5

Nomination Information

Nomination criteria

Nominations are judged on how well they address the criteria below. A successful nomination provides examples of practice, and the impact this has in relation to the criteria.

- C1: Positive impact on student learning and wellbeing
- C2: Collaboration with teachers and colleagues
- C3: Improving practice through professional development and training

Word limit

- Word limit is 350 words per criterion
- Please ensure your nomination addresses each criterion, and adheres to the word limit.

Writing Your Nomination

- Write your nomination on a word document
- Identify the nominee, nominator and school at the top of the page
- Briefly introduce the nominee(s), their work title(s), the number of years at the school, and the reason for your nomination. (*This provides context and is not used to assess the nomination. It is not part of the word limit*)
- You may embed 3 photos on your nomination document
- No separate photos to be uploaded

We suggest you use the **STAR** model to address each criterion

- **Situation:** Describe the job/ situation/ role performed in relation to the criteria
- **Task:** Use bullet points to explain the task the nominee(s) perform(s)
- **Action:** Use bullet points to explain the specific actions of the nominee(s)
- **Result:** Use bullet points to explain the outcomes/results (can be represented numerically or as a percentage)

Submitting your Nomination

- Save your completed nomination as a PDF file before
- Maximum size of PDF file is 800kb
- Upload it to the nomination web form

Terms and Conditions

- Please read the Terms and Conditions on our awards web page

Sample Nomination

Name of nominee: Ima Member

Name of nominator: Ima Teacher

Name of school: My School

It is my pleasure to nominate Ima Member for the Australian Teacher Aide of the Year award. Ima has worked at My School as a Learning Support Officer (LSO) for the past 6 years. During this time, she has worked with students from Years 4 to Year 6. Her key role has been to provide literacy and numeracy intervention, and supporting students with disabilities to access the curriculum. Ima is dedicated to helping students achieve positive outcomes, is held in high regard by the school, parents and community, and a very worthy recipient of this award.

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, and is recognised for her outstanding ability to support learning.

- Ima has been using the Minilit and Quicksmart programs to provide literacy and numeracy intervention to students across the school.
- 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, he started to engage in math lessons, to the delight of his teacher.
- 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.

We wish your nominee(s) all the best in the awards

