

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 2024 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 nominations for an individual and a team

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

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Nomination Information

2024 Key Dates

Nominations open Thursday 2 May

Nominations close Thursday 27 June

Individual and Team Finalists announced Thursday 15 August

Winners announced Thursday 5 September

Nomination criteria

Nominations are judged on how well they address the criteria below:

- C1: Positive impact on student learning and wellbeing
- C2: Collaboration with colleagues
- C3: Improving professional practice.

Writing your nomination

- Write your nomination on a word document. School letterhead is preferred.
- Identify the nominee/s, nominator, principal, 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*)
- Word limit is 300 - 400 words per criterion.
- Please ensure your nomination addresses each criterion and adheres to the word limit.
- You may embed up to 3 photos on your nomination document.
- No separate photos to be uploaded.
- Save your completed nomination as a PDF file. Maximum size of PDF file is 800kb.

Submitting your Nomination

- Complete the Australian Teacher Aide of the Year nomination form, on the [Awards web page](#).
- If submitting a team nomination add all team member names, job roles and email addresses in the respective fields.
- Upload your nomination in pdf format.
- Submit.

Terms and Conditions

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

Sample Nominations

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 key tasks the nominee(s) perform(s)
- **Action:** Provide examples to illustrate how the nominee(s) perform(s) tasks.
- **Result:** Explain the measurable outcomes or results of the nominee's work.

SAMPLE Individual Nomination for C1: Positive impact on student learning and wellbeing

Ima helps improve literacy outcomes for students in Years 7-9 which has had a significant impact on the learning and wellbeing of students at our school.

Situation: Explain the nominee's role in relation to the criteria.

Ima:

- works in partnership with two learning support coaches to lead the school's literacy intervention program, MacqLit.
- implements systematic reading intervention to students individually, and in small groups.
- keeps detailed records of student progress.
- liaises with teachers to differentiate instruction.

Task: Use bullet points to describe key tasks performed by the nominee in relation to the criteria.

This year, Ima has been providing literacy intervention to a small group of Year 9 students, four times a week. Ima follows the sequenced lessons, keeps accurate records, and provides feedback to the coaches.

Action: Write one or more examples to illustrate how the nominee performs tasks.

Ima has contributed to improved literacy outcomes for many students through this program. Her expertise in delivering this evidence-based literacy intervention has not only led to between 6 - 12months improvement in reading fluency, vocabulary and comprehension, for the small group of Year 9 students she works with, but also improved students' confidence and participation in other subject areas.

Result: Explain the qualitative or quantitative results of the nominee's work.

****Please note this is a condensed example of a response to Criteria 1 for an individual nomination. Your response should include more information about the real work tasks performed by the nominee, and importantly, examples of practice, results or outcomes that can be directly attributed to the nominee.**

SAMPLE Team Nomination for C2: Collaboration with teachers and colleagues

Team Ima is a critical part of the teaching team at our school. This is evidenced by the positive, collegial relationships and collaboration between Team Ima and colleagues. The team use evidence-based practices to explicitly teach, model, support, and guide students towards their goals, and support the achievement of improved learning and wellbeing outcomes for all students.

Situation: Explain the team's role in relation to the criteria.

The Team:

- communicate effectively and inclusively with students, staff, and others.
- provide support consistent with whole-school teaching practices.
- incorporate common language when working with individuals and small groups.
- work with the direction of specialists to implement targeted intervention.
- critically reflect and share expertise with each other.

Task: Use bullet points to describe key tasks performed by the team in relation to the criteria.

Before and after lessons, teachers and support staff meet to discuss learning intentions, support strategies, and provide feedback on student progress. They also have weekly meetings, to share information and discuss ongoing learning needs.

Action: Write one or more examples to illustrate how the team performs tasks.

As a result of high-level communication and effective collaboration, teachers receive reliable information about student learning progress and needs. This informs teaching and enables teachers to differentiate for diverse student needs. Importantly, the school has found that the key benefits of effective collaboration has been to maximise the time available to support students and reduce the daily stress of a busy classroom environment.

Result: Explain the qualitative or quantitative results of the team's work.

***Please note this is a condensed example of a response to Criteria 2 for a team nomination. Your response should include more information about the real work tasks performed by the team, and importantly examples of practice, results or outcomes that can be directly attributed to the nominees.*

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

