

Guidance for nomination

Nominating a HLTA colleague for 'Outstanding HLTA of the Year' is a two stage process as follows:

- A colleague will complete a **Proposal Form (Form A)**. Any colleague can do this, including governors, support staff and teacher colleagues
- A member of the Senior Management Team completes **Endorsement Form (Form B)**.

It is not possible for one person to complete both forms.

Completing the proposal form (Form A)

We are looking to present the award to an HLTA who meets the following 5 criteria at an outstanding level. Prompt questions are provided on the form, and examples of evidence which might be provided in each section are as follows. There should be no more than 200 words in each section:

Criteria 1

Nominee demonstrates high aspirations for each pupil, a firm belief in pupils' abilities and a strong commitment to pupils' progress. Example:

'She is very skilful in her teaching and believes that she will find talents within the most unexpected of pupils.'

'She discusses future plans with our pupils, encouraging them to aspire to achieving good qualifications and to apply for further education.'

Criteria 2

Nominee advances the learning of pupils when working with individuals, small groups and whole classes. Example:

'He has progressed the learning of the more able pupils in Year 6 and the predicted level 5 attainment has sharply risen through his interventions. His approach ensures that pupils are able to reach their full potential, where previously some had become disengaged from home schools, or had been placed in alternative education provision, such as behaviour units.'

Criteria 3

Nominee collaborates with others to support pupils and contribute to the whole school community. Example:

'She will often undertake activities over and beyond her job specification in order to help our pupils through difficulties, e.g. accompanying pupils to appointments, arranging work experience.'

'She has engaged and led the school in developing languages and music at a regional level, allowing our pupils (mostly from disadvantaged backgrounds) to experience culture and the arts that they would otherwise not experience.'

Criteria 4

Nominee shows a continuing commitment to his/her own professional learning and development. Example:

'He has approached Y4 and 5 teachers and asked to observe their teaching as he is relatively new to delivering PPA in KS2.'

'He has embraced the role of languages leader and has taken the opportunity to attend twilight courses and week-end learning.'

Criteria 5

Nominee has specialist knowledge which enhances the learning of pupils. Example:

'Her specialist knowledge is in the area of art and design technology . . . she instils confidence in the pupils so that they are proud of the pieces they produce.'

'As a result of her language skills she has progressed the area of languages across the curriculum to work towards a languages award which recognises outstanding practice and curriculum development.'

Completing the endorsement form (Form B)

The endorsement form is a brief supporting statement which endorses the content of the proposal form (Form A) and includes some brief information about why the HLTA is being proposed. This must be a maximum of 300 words, and might include:

- Length of service as an HLTA
- Roles and responsibilities
- Qualifications obtained
- Particular skills and attributes

Sending the completed forms

Both forms need to be submitted **by 12th June 2015**, and please note we cannot accept forms received after this date.

Email both forms to jemmahagan@bestpracticenet.co.uk or post to the following address:

Best Practice Network,
Newminster House,
27-29 Baldwin Street,
Bristol,
BS1 1LT

Following receipt of the proposals and endorsements all applications will be scrutinised by a panel of HLTA community colleagues in late June 2015. All nominees will receive a certificate of recognition but these will not be distributed until after the award has been presented.

We hope that you feel able to participate in this initiative.