

## Secretary's Award for Excellent Service – Teaching and Non-Teaching 2020

The Secretary's Award for Excellent Service is a prestigious award presented to individuals who have shown outstanding effort in improving the quality of teaching and/or learning outcomes in the NSW public education sector. It recognises an individual's achievements in providing excellent service and their contributions to their professional communities.

**This Information Pack** will answer your questions about the award, eligibility and selection criteria for the award.

### Who can be nominated?

For a nominee to be eligible for the award, they must be:

- Current employees in NSW government preschools or schools.
- Current employees who will not retire or otherwise leave the service before the end of 2020.

### Who can nominate?

Members of preschool or school communities may nominate an individual for the Award. Nominators can include, but are not limited to school principals, head teachers, directors, parents and/or guardians.

### What are the selection criteria?

The Award recognises the achievements in providing excellent service and contributions to the professional education communities. This year, nominations should be denoted as Teaching or Non-teaching, as per the below criteria.

### Teaching nomination criteria

**To be nominated for a Teaching award, the nominee must be a current:**

- **Teacher,**
- **Principal**
- **or Counsellor**

Individuals who are nominated must demonstrate:

- Improvements to the teaching and learning environments;
- Improvements to the student learning outcomes; and
- Commitment and dedication to the education community

### Non-Teaching nomination criteria

To be nominated for a Non-Teaching award, the nominee must be a current:

- Teachers-aide,
- SLSO,
- AEO,
- SAM,
- SAO,
- GA,
- Farm Assistant
- or Business Manager

Individuals who are nominated must demonstrate:

- Improvements to the school environments;
- Outstanding support to the students, teachers and community environment; and
- Commitment and dedication to the education community

The nominator - an individual who has knowledge of the nominee's professional work - must respond to the three criteria (maximum of 150 words per point) detailing how well the achievements of the nominee demonstrate outstanding excellent services.

**All nominations must be endorsed by the school principal.** The Principal is also asked to provide a citation to be used in the Awards program should the nomination be successful.

Please note – due to the high number of nominations received, ***no additional attachments will be considered during nomination reviews by the Selection Panel.***

### How to nominate?

All nominations for this award are now accepted by the Public Education Foundation's online application system. To access this system visit [www.publiceducationfoundation.org.au/scholarships](http://www.publiceducationfoundation.org.au/scholarships) and click on the relevant award.

Prior to starting the online process, the nominator may prefer to gather the necessary information ready to submit:

- Nominee and school details (including phone numbers, emails and DoE serial number)
- Nominator's statement supporting the nominee's achievement (completed online – not as an attachment)
- Nominee's endorsement (the nominator must initiate a request ***via the online nomination*** to the Nominee. This will result in an email being sent to the Nominee requesting them to accept the nomination)
- A photograph of the nominee (preferably a headshot)
- Principal/Line Manager endorsement and citation (the nominator must initiate a request ***via the online nomination*** to the Principal/Line Manager. This will result in an email being sent to the Principal/Line Manager requesting them to endorse the nomination, and provide a 100 word citation online)

### Who selects the recipients?

It is anticipated that the selection panel will include representatives from the NSW Department of Education, the Public Education Foundation and an independent representative from the education sector. All applicants will be reviewed according to the criteria set out. Recommended nominees will then be presented to the Secretary, Department of Education, for award selection.

### When is the closing date for applications?

Applications close at **11.59pm on Tuesday 9th June 2020**. No late applications will be considered.

### For further information including terms and conditions

Call the Public Education Foundation on **02 7814 2806** or email us at [info@publiceducationfoundation.org.au](mailto:info@publiceducationfoundation.org.au).

We also encourage you to visit our website [www.publiceducationfoundation.org.au](http://www.publiceducationfoundation.org.au)