# Outstanding HLTA of the Year 2019: Proposal Form (Form A)

Please provide all of the following information and send to [assessments@bestpracticenet.co.uk](mailto:assessments@bestpracticenet.co.uk) along with a completed Endorsement Form (Form B).

Before completing this form, please check with the Headteacher that they are supportive of the nomination as you will need a member of the Senior Leadership Team to endorse the nomination.

Please propose only colleagues who have HLTA status through external assessment by the Training and Development Agency or HLTA National Assessment Partnership. **Colleagues without evidence of achieving this cannot be considered**. All eligible HLTAs proposed and endorsed will receive a certificate to recognise this, from Best Practice Network. Regional winners will be invited to attend a national award ceremony in November 2019.

## About the HLTA

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| --- | --- |
| Name of HLTA being nominated: |  |

## School details

|  |  |
| --- | --- |
| Name of school: |  |
| Address of school: |  |
| Local Authority: |  |

## About you

|  |  |
| --- | --- |
| Your name |  |
| Capacity in which you know the nominee: |  |

Add your evidence to support the 5 criteria statements over the page.

## Criteria 1: Nominee demonstrates high aspirations for each pupil, a firm belief in pupils’ abilities and a strong commitment to pupils’ progress.

Think about:

* What aspirations does this person demonstrate for his/her pupils?
* How does this person act to demonstrate his/her beliefs in pupils’ abilities?
* How does this person celebrate and reinforce the successes of pupils?

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| Evidence of the nominee meeting the criteria statement - max 200 words | Office use only |
|  |  |

## Criteria 2: Nominee advances the learning of pupils when working with individuals, small groups and whole classes with a clear impact on learning.

Think about:

* What evidence is there that learning has taken place as a result of this person’s work with individuals, small groups and whole classes?
* How does this person act to support pupils when the challenge is great?
* How does this person engage other professionals to meet pupils’ needs and with what outcomes?

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| Evidence of the nominee meeting the criteria statement - max 200 words | Office use only |
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## Criteria 3: Nominee collaborates with others to support pupils and contribute to the whole school community.

Think about:

* How does this person act to establish a relationship of mutual respect and esteem with others?
* How does this person’s colleagues characterise his/her contribution?
* How does this person’s contribution benefit the school as a whole?

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| Evidence of the nominee meeting the criteria statement - max 200 words | Office use only |
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## Criteria 4: Nominee shows a continuing commitment to his/her own professional learning and development.

Think about:

* What priority does this person give to his/her own learning?
* How does this person develop their understanding of effective practice?
* How does this person apply their understanding within their work?

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| Evidence of the nominee meeting the criteria statement - max 200 words | Office use only |
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## Criteria 5: Nominee has specialist knowledge which has a positive impact on the learning of pupils.

Think about:

* What specialist knowledge does this person have?
* How does this person demonstrate this specialist knowledge when working with pupils?
* How does this person share their expertise with colleagues?

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| Evidence of the nominee meeting the criteria statement - max 200 words | Office use only |
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## Next steps

Please pass the **Endorsement Form (Form B)** to a Senior Management colleague who will endorse this nomination. Once completed, email both forms to [alisonpack@bestpracticenet.co.uk](mailto:alisonpack@bestpracticenet.co.uk). Many thanks for your support.