# Outstanding HLTA of the Year 2017: Proposal Form (Form A)

Please provide all of the following information and send to [cpd@bestpracticenet.co.uk](mailto:cpd@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 note** - we cannot accept forms received after **9th July 2017.**

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 2017.

## 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 |
|  |  |

## 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 [cpd@bestpracticenet.co.uk](mailto:cpd@bestpracticenet.co.uk). Many thanks for your support.