

UNIT	Education
PRIORITY	For information/action



CIRCULAR No: 2012/063

**TO: DIOCESAN DIRECTORS
QCEC COMMISSION MEMBERS
PRINCIPALS OF RELIGIOUS INSTITUTE SCHOOLS QUEENSLAND
LEADERS OF RELIGIOUS INSTITUTE SCHOOLS QUEENSLAND
OTHER AUTHORISED ADDRESSEES**

FROM: Mandy Anderson, Assistant Director Education

TOPIC: 2012 Australian Awards for Outstanding Teaching and School Leadership

DATE: 10 April 2012

PURPOSE

To provide information about nomination processes for teachers and principals in Catholic schools in Queensland for the AITSL Australian Awards for Outstanding Teaching and School Leadership.

As a peak school education body, QCEC is responsible for identifying nominees and submitting to AITSL nominations for Queensland Catholic school teachers /principals. QCEC is able to nominate **one** person from **each award category**

- Australian Primary Teacher of the Year
- Australian Secondary Teacher of the Year
- Australian Primary Principal of the Year
- Australian Secondary Principal of the Year
- Australian Early Childhood Teacher of the Year
- Excellence in Teaching and Leadership in Aboriginal and Torres Strait Islander Education

Award winners (6 in total across Australia) receive a sabbatical scholarship of up to 4 weeks duration to study in Australia or overseas.

PROCESS FOR TEACHERS AND PRINCIPALS IN QUEENSLAND CATHOLIC SCHOOLS

As per decision of the Commission meeting 27 March 2012, QCEC will facilitate the selection of one nominee for each award category and will provide the nominations to AITSL.

PROCESS FOR NOMINATION TO QCEC

1. QCEC nomination form can be accessed electronically from the [QCEC website](#). Further information about the AITSL Teaching Awards can be obtained from the [AITSL webpage](#).
2. Persons wishing to nominate in any award category must have the endorsement of their principal or supervising body and must complete the required nomination form and submit to QCEC.

3. **NOMINATION FORM REQUIREMENTS**
 1. Nominee details – contact, school and line manager details, plus details of any previously received awards
 2. Professional statement - including an introduction (max 250 words) and professional statement (between 1200-1500 words) which has addressed either the [National Professional Standards for Teachers](#) or [National Professional Standards for Principals](#) and provided evidence of improved student outcomes
 3. Details of 2 referees
 4. Nominee statement to confirm [Terms and Conditions](#) have been read and agreed to.
 5. Completed nomination form should be saved as an **MSWord document**. Page 6, with Sections 6 and 7, should be scanned after signature and emailed in conjunction with the Word version of the nomination form as per instructions below.
4. **NOMINATIONS TO QCEC**

Completed nomination forms are to be forwarded to Mandy Anderson, Assistant Director Education, QCEC, via email to Carolyn Wakefield, carolynw@qcec.catholic.edu.au by **30 May 2012**.
5. **NOMINATIONS TO AITSL**

QCEC will facilitate the selection of one nominee from Queensland Catholic education for each award category and will provide nominations to AITSL as required by 15 June 2012.
6. **AITSL TIMELINES FOR SELECTION AND JUDGING**

Selection and judging processes will occur between June and September 2012 with winners announced in October 2012.

Yours sincerely



Mandy Anderson
Assistant Director Education