



Spirit of Catholic Education Awards 2021

NOMINATION FORM

The Spirit of Catholic Education Awards celebrate the outstanding achievement and contribution to Catholic education by staff, students and volunteers in the Diocese of Armidale. The purpose of the awards is to acknowledge unwavering commitment to Catholic education and the extraordinary outcomes that can be achieved through such commitment. This year is extra special as we are celebrating 200 years of Catholic Education in Australia!

The Spirit of Catholic Education Awards categories are:

EARLY CAREER TEACHER:

open to young teachers with no more than five years' teaching experience at the time of nomination.

EXPERIENCED TEACHER:

open to experienced teachers for a who have made a significant contribution to Catholic education.

LEADERSHIP:

open to all education staff who have more than 6 years' experience and have made a significant leadership contribution to Catholic education.

SCHOOL OFFICER:

open to the range of school officer roles currently provided through school staffing (e.g. secretaries, aides - teacher/library/additional needs, cleaners, grounds staff).

VOLUNTEER SUPPORTER:

open to an individual who has made a significant unpaid contribution to a school or schools.

INNOVATIVE PROGRAM:

for a program or coordinated approach with an emphasis on innovative thinking, planning, and action which has made a significant improvement to an educational need.

STUDENT CATHOLIC SPIRIT AWARD:

awarded to a student who contributes to school life in a range of areas including one or more of the following: Catholic social justice, parish life, faith, and community service.



Catholic Education
CELEBRATING 200 YEARS
Faith in the future



Catholic Schools Office
Diocese of Armidale

SPIRIT OF CATHOLIC EDUCATION AWARDS

Who can be nominated?

Any person involved in Catholic education who meets the following criteria may be nominated:

- has been involved for a minimum of two years in the Diocese of Armidale, and
- who is currently involved in Catholic education, and
- is making an exceptional contribution to Catholic education.

Persons or programs nominated in previous years are eligible for nomination again in 2020.

If in doubt please contact the Spirit of Catholic Education Awards Coordinator on 6772 7388 or: awards@arm.catholic.edu.au

Who can submit a nomination?

Nominations are invited from anyone who is aware of a paid or unpaid person whose contribution to Catholic education has been exceptional.

It is likely that nominations will be submitted by staff of schools, parish priests, parents and other community members. For the *Student Catholic Spirit Award*, nominations may only be made by staff members. All nominations must be endorsed by the school principal.

How do you prepare a nomination?

When filling in the attached nomination form, it is important to provide specific examples of how the most important aspects of the nominee's contribution to Catholic education have been outstanding.

Information must be provided on the person's current and recent role/s in Catholic education. It is also helpful to provide examples of how the nominee's efforts have been unique and exceeded the level of others involved in similar roles. The supporting information should focus on what has been so special or outstanding about this person's contribution, but must be limited to 1 A4 page and should not include sticky notes, loose photos or oversized newspaper articles.

Is it necessary to provide referees?

Yes. Please provide the names, addresses and contact details of three individuals who would be in a position to comment directly on the nominee's service to the relevant school/s.

How are nominations assessed?

Nominations for each of the seven categories will be assessed by a selection panel, comprised of people with considerable experience in Catholic education and a strong commitment to its mission and ethos. The task of the selection panel is to review each nomination and identify the most outstanding candidates in the six categories. In considering the nominations, the panelists will seek to satisfy themselves that the successful nominee has:

- demonstrated achievement at a high level, and
- made a contribution over and above that made by those involved in similar roles.

Recommendations of the panel are submitted to and endorsed by the Director of Catholic Schools and the Bishop of Armidale.

Are nominations confidential?

All nominations are strictly confidential and the selection panel will commit to a confidentiality agreement.

The nominee should not be approached for information to support the nomination, nor advised of their nomination at any stage.

How long does it take for nominations to be considered?

Nominations are now open and close on **Thursday 1st April 2021 (the last day of Term 1)**. No late applications will be considered.

How are recipients informed of their success?

Award recipients will be informed of their success one week prior to the presentation ceremony which will be held as part of the Catholic Schools Week celebrations in Armidale on **Monday 24th May 2021, at 11am.**

TELL US ABOUT THE PERSON YOU ARE NOMINATING FOR AN AWARD

NOTE: NOMINATIONS are CONFIDENTIAL.

Under no circumstances should the nominee be contacted for any information.

Title (Mr, Mrs, Ms, Dr, Prof, Sr, Br, Fr etc) Surname

Given Names

Postal Address

Position/Title/Role in School

Category of this Nomination (see below)

School

Parish

CATEGORIES

**EARLY CAREER
TEACHER**

**EXPERIENCED
TEACHER**

LEADERSHIP

SCHOOL OFFICER

**VOLUNTEER
SUPPORTER**

**INNOVATIVE
PROGRAM**

**STUDENT CATHOLIC
SPIRIT AWARD**

PLEASE SEE ATTACHMENT 1 AT THE END OF THIS FORM FOR SELECTION CRITERIA FOR EACH AWARD.

If you wish to nominate a person but are unsure of the category or some aspect of the nomination process, please contact the Spirit of Catholic Education Awards Coordinator at The Catholic Schools Office on 6772 7388 or awards@arm.catholic.edu.au

On the following page, space has been provided for you to state details of the nominee's significant contribution to Catholic education, including any positions or roles held, activities undertaken, together with relevant dates of service.

NB: Remember that you must prepare this response without informing the candidate.

ACTIVITIES UNDERTAKEN BY THE PERSON YOU ARE NOMINATING FOR AN AWARD

(Please contain your written response to 1 A4 page. Refer to Attachment 1 for assistance in drafting a response.

Your comments should fill no more than this page in typing of size 12 Arial font.

You may be contacted to provide further information about this candidate.

DETAILS OF REFEREES WHO ARE ABLE TO PROVIDE DIRECT COMMENT ON THE CONTRIBUTION/SERVICE OF THE PERSON BEING NOMINATED

Please discuss nomination with the referees you have selected and remind them that this nomination is confidential.
The referees may or may not be contacted.

Title (Mr, Mrs, Ms, Fr, Sr, Br, Dr, Prof, etc) Given Names		Surname	
Postal Address			
	State		Postcode
Position/Title/Role in School School/Parish			
Home No.	()	Mobile No.	
Business No.	()	Email Address	

Title (Mr, Mrs, Ms, Fr, Sr, Br, Dr, Prof, etc) Given Names		Surname	
Postal Address			
	State		Postcode
Position/Title/Role in School School/Parish			
Home No.	()	Mobile No.	
Business No.	()	Email Address	

Title (Mr, Mrs, Ms, Fr, Sr, Br, Dr, Prof, etc) Given Names		Surname	
Postal Address			
	State		Postcode
Position/Title/Role in School School/Parish			
Home No.	()	Mobile No.	
Business No.	()	Email Address	

PRINCIPAL'S APPROVAL: I declare the information stated in this application is a true and accurate representation of the nominee's contribution to this school.

Name: School:

Signature:..... Date:

Attachment 1: Nomination Drafting Guide:

CORE CRITERIA

All nominees should be actively contributing to the Diocesan Mission “to proclaim, witness and serve”.

As a guide, some of the following may be relevant:

- living a Christ-centred life through the integration of faith and life,
- involvement in parish life,
- making a difference in the lives of students or colleagues or parents through their personal and professional manner,
- role(s) or area(s) in which the nominee has excelled.

Within the spirit of these awards (as described earlier) how does:

- the nominee demonstrate service worthy of recognition?
- the nominee’s work impact on either a particular field, school/parish, group, community or Catholic education at large?
- this person stand out from others involved in the same work/ endeavours.

Each award may or may not be awarded in any given year, according to suitability of nominees.

SPECIFIC SELECTION CRITERIA

AWARD	SELECTION CRITERIA
<p>Early Career Teacher (more than 2 completed years and no more than 5 years teaching experience)</p>	<p>Nominations for this award must be made by a colleague, preferably one within the school where the person is currently teaching.</p> <p>The nominee should:</p> <ol style="list-style-type: none"> 1. demonstrate excellence in classroom teaching which leads to improved educational outcomes, and 2. make a contribution to improving the life within the school(s) where the nominee works or has worked, and 3. display potential to become an even more outstanding educator, and 4. demonstrate initiative in educational programming.
<p>Experienced Teacher (more than 6 years teaching experience)</p>	<p>Nominations for this award could may be made by teaching colleagues, school principals, parent bodies or individuals.</p> <p>The nominee should:</p> <ol style="list-style-type: none"> 1. have made a significant contribution to Catholic education beyond that routinely expected of a teacher, and 2. have made a sustained contribution and demonstrated initiative over a number of years, and 3. have influenced a range of students or others by their contribution to Catholic education, and 4. display evidence of continued development of skills or contribution, and 5. have an influence on other professionals or community members. <p>This award may be for the development of a new program, a new set of teaching materials, an outstanding contribution to the school or parish.</p>

<p>School Officer (open to the range of school office roles e.g. secretary, aides - teacher/library/special needs, cleaner, grounds staff).</p>	<p>This award is for an individual who has made a significant contribution to their school going beyond the expectations of their role. Nominations for the School Officer Award could be made by fellow support staff, school principals, teachers, parent bodies or individuals.</p> <p>The nominee should:</p> <ol style="list-style-type: none"> 1. have made a significant contribution to their school (or schools) going beyond the expectations of the role, and 2. be actively involved in the broader life of the school.
<p>Volunteer (open to an individual who has made a significant unpaid contribution to a school or schools).</p>	<p>Nominations for the Volunteer Supporter Award may be made by School Boards or P&Fs, school principals, teachers or individuals.</p> <p>The nominee should:</p> <ol style="list-style-type: none"> 1. have made a significant contribution to a school in a voluntary capacity over a significant period of time, and 2. display a long service or dedication to a particular school based activity or have been involved in a range of school activities. <p>Examples of relevant nominations include: Voluntary (unpaid) contributor to Catholic education (P&F, Boards, helpers with reading, fete convenor, tuckshop helpers or uniform shop, working bee helpers, etc.)</p>
<p>Leadership (open to all who show leadership).</p>	<p>This award is determined by the Selection Committee. Nominations for this award could be made by parish priests, school principals, parent bodies or individuals.</p> <p>The nominee should:</p> <ol style="list-style-type: none"> 1. have demonstrated a long and sustained contribution to Catholic education covering all core criteria and extending beyond the criteria, and 2. have had an extended period of service (minimum 10 years educational leadership in Catholic education), and 3. have had ongoing active interest and involvement above and beyond general responsibilities of an individual's role (although those who are retired will nonetheless be eligible), and 4. demonstrate a strong faith focus.
<p>Innovative Program (for a co-ordinated approach at school or organisation level, fulfilling an educational need or problem).</p>	<p>Nominations for the Innovative Program Award may be made by staff, school principals, teachers, parent bodies or individuals.</p> <p>The program in question should:</p> <ol style="list-style-type: none"> 1. show innovative thinking, planning and action, and 2. have been sustained over a period of time, and 3. involved a broad range of students and/or others, and 4. there should be evidence of assessment of success. Independent evaluation beyond the institution is desirable. <p>Influence of the activity outside the original institution will weigh in its favour. Such a program could, for example, emphasise a new curriculum, a new approach to school community relationships, or in-service training.</p>

<p>Student Catholic Spirit Award</p>	<p>This award is for a student or group of students nominated by a staff member and endorsed by the school principal.</p> <p>The nominee/s should:</p> <ol style="list-style-type: none"> 1. live out the Catholic Principles and Values and be a role model to other students, and 2. contribute to school life in a range of areas including one or more of the following: Catholic social justice, parish life, faith, and community service. <p>Examples include: Leading social justice initiatives, volunteering, being an active member of the parish, living out faith in the parish and school community, living out the Catholic Principles and Values (CPV), assisting with liturgies and mass, encouraging students to participate in prayer, leading youth groups, assisting in parish functions, being an outstanding role model of Catholic faith, consistently living out the schools values, initiating activities that promote the faith life of the school, involvement in prayer and liturgical activities.</p>
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DETAILS OF PERSON SUBMITTING NOMINATION

Please provide your contact details to enable us to seek further information, if required.

Title (Mr, Mrs, Ms, Dr, Prof, Sr, Br, Fr etc) Surname

Given Names

Postal Address

State Postcode

Position/Title/Role in School

School/Parish

Home No. () Mobile No.

Business No. () Email Address

Signature..... Date.....

Upon completion of this nomination form, please sign and forward by email to:
awards@arm.catholic.edu.au with the subject line: **SOCEA Nomination**

Or send a hard copy to: Office of the Director
 Spirit of Catholic Education Awards Coordinator
 Catholic Schools Office PO Box 636, ARMIDALE, NSW, 2350

BY THURSDAY, 1st APRIL, 2021