

## 2018 – Awards Process, Criteria and Roles

### John Laing Professional Development Awards

The PAI John Laing Professional Development Awards are a non-competitive, peer nominated celebration of school leadership and professional learning. The main aim is to celebrate school principals and leaders who demonstrate a commitment to learning and achievement. The awards program is managed by PAI.

#### Awards Process

1. PAI develops and plans the Award strategy and roll out each year. The plan is shared with the JL Committee Members and timeframes are agreed. This occurs in March.
2. Call for nominations is launched in April. The Nomination Form, Citation Form, Media Consent Form and Process Guidelines is shared with all principal associations around the country. This is managed by PAI. Some states will communicate via their PAI forum direct – e.g. NSW.
3. Media release is issued for awards launch.
4. **If PAI receives nominations, they will be directed or sent to the relevant Principal Association for consideration.**
5. Nominations can only be received from the relevant principal associations.
6. A maximum of **5 nominations per state** is allowed in any one year. An association does not have to nominate someone every year.
7. **Nominations close on 30 June. All relevant documents must be sent to PAI during this time for collation. No nominations will be accepted after this date.**
8. PAI will organise the details of each state event in collaboration with the JL Committee Members for that state. **PAI will organise and co-fund the state events.**
9. PAI will be responsible to invite the Education Ministers early in the year, once the state event dates are confirmed.
10. The events and materials required are prepared by PAI. The events will be held in Oct-Nov. The type of event will be agreed to at the beginning of the year with the committee members.
11. **PAI will only accept nominations that satisfy the criteria for the awards.** PAI has the right to veto any nominations received that do not fit the criteria.
12. Each nomination received must be considered by each association. On occasion, nominations will be received by staff or other school leaders and these will also be included in the nomination pool.

## Awards Criteria

1. **The Principal nominated must be employed at the time of the nomination and working as a Practising Principal within a school.** If a Principal has recently retired (within 3 months of nomination) then they are eligible for the Award.
2. The awards are not open to Deputy Principals or Teachers in other Senior Leader positions.
3. All nominees are eligible to receive an award in 2018. **They must be willing to further promote PAI and the awards through media and other opportunities as required.**
4. The nominee must demonstrate professional learning with a focus on leadership development for themselves and their teams.
5. **All nominees will be expected to attend at least 1 x PAI PD professional in the year following their award nomination.**
6. The awards are not open to members of principal associations who are not practicing principals.
7. The awards are not open to JL Committee members.

## Roles and Responsibilities

### PAI

1. Own and manage the awards program
2. Manage the process, materials, co-ordination and event management of the Awards program
3. Lead the promotion of the awards with support from principal associations
4. Will make the final decision regarding nominees or anomalies arising from the process and selection criteria.

### Principal Associations

1. Help promote the call for nominations in their state and encourage other principal associations to participate and support the awards.
2. Help to organize the state based events. Host and undertake the MC role.
3. Encourage members and other past recipients to attend the state events  
Via a prudent and fair judging process, ensure all nominations are considered and the most worthy recipients are put through as nominees for the awards.

## Nominator

1. Must be a school leader or member of a relevant association in their state.
2. Ensures the nominee is endorsed by their relevant principal association before submitting the nomination.
3. Confirm the nominee is prepared to accept the award.
4. Fill in and submit the Nomination Form as required.

5. Help promote the event and attend the award presentation.
6. Read out the nominee citation at the event.

### Nominee

1. Be available for media opportunities pre-and post-event.
2. Fill in and submit the Media Consent Form and Citation Form.
3. Submit a portrait sized head and shoulder photo of themselves.
4. Attend the presentation event.
5. Become a member of the JL Awards Alumni and continue to support the work of PAI.