

CHIEF EXECUTIVE'S AWARD FOR TEACHING EXCELLENCE

RECOGNIZING TEACHING EXCELLENCE

FOSTERING PROFESSIONAL DEVELOPMENT



CHIEF EXECUTIVE'S AWARD FOR TEACHING EXCELLENCE

NOMINATION GUIDELINES AND FORM

Deadline for nomination : 15 January 2004



行政長官卓越教學獎

CHIEF EXECUTIVE'S AWARD FOR
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Education 教育統籌局
and Manpower Bureau



優質教育基金
Quality Education Fund

ORGANIZER : QUALITY EDUCATION FUND



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Chief Executive's Award for Teaching Excellence Nomination Guidelines

I. Foreword

Teachers play salient roles in education. The Quality Education Fund organizes the Chief Executive's Award for Teaching Excellence (ATE) to recognize exemplary teaching practices of teachers and to foster the development of the teaching profession.

II. Objectives

The ATE aims to -

- (a) recognize accomplished teachers who demonstrate exemplary teaching practices;
- (b) form an assembly of accomplished teachers to facilitate sharing of good practices and to foster changes in the teaching culture; and
- (c) foster a culture of excellence in the teaching profession.

The Scheme is **not** one to identify all-round teachers or to prescribe a rigid model of excellence for every teacher. Instead, the Award seeks to recognize effective teaching practices and stresses on fostering a culture of **excellence** and **collaboration** for the professional growth of teachers. The Award will reflect the efforts and commitment of teachers.





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III. Eligibility

Being the first of its kind organized by the Quality Education Fund, the Scheme is operated as a pilot for teachers teaching subjects under the Chinese Language Education Key Learning Area (KLA) and the English Language Education KLA in primary schools and secondary schools, as well as teachers who are involved in language teaching activities in kindergartens and special schools. Following a review of the effectiveness of the Scheme in late 2004 and availability of resources, consideration may be given to organizing further rounds for teachers of other KLAs.

Specifically, the Scheme will be open to full time registered¹ teachers who are -

- (a) teaching subjects under the Chinese Language Education KLA (including Putonghua) or the English Language Education KLA in primary and secondary schools;
- (b) involved in language teaching activities in kindergartens; or
- (c) involved in language education activities in special schools.

Nominee(s) must have **three** or more years of teaching experience in Hong Kong. Teachers who are not permanent residents of Hong Kong may also be nominated.

¹ This refers to registration under the Education Ordinance (Cap 279).





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IV. Awards

As the ATE seeks to encourage collaboration among teachers, there is no limit on the number of awards to be given. The awards in recognition of the exemplary teaching practices are as follows -

(1) *Individual Awards*

- a scholarship of \$25,000 to be used for professional development purposes and sharing at schools and institutions in or outside Hong Kong;
- a trophy; and
- membership of an assembly of awardees. The assembly will provide a forum for awardees to share good teaching practices with other teachers.

(2) *Group Awards*

- for each group of awardees, a scholarship of \$50,000 to be used for professional development purposes and sharing at schools and institutions in or outside Hong Kong;
- a trophy; and
- membership of an assembly of awardees. The assembly will provide a forum for awardees to share good teaching practices with other teachers.

Nominees whose teaching practices worth commendation may be presented a Certificate of Merit as a token of appreciation.

Nominators of awardees will receive a scholarship of \$2,500 to be used for professional development purposes or book coupons of equivalent value.





V. Contribution of Awardees

Awardees are expected to participate in activities that help promote professional sharing and the development of a culture of excellence, with appropriate support from the Quality Education Fund and the Education and Manpower Bureau. Awardees will have a choice on the professional enrichment activities that fit their **interest** and **schedules**.

VI. Nomination

(a) Nomination Period

Nominations will be accepted from 3 November 2003 to 15 January 2004.

(b) Nominator

- Each nomination should be made by **one Nominator** in his or her **personal capacity**. Self-nomination is also accepted.
- As the Scheme aims to foster a culture of excellence among the teaching profession, Nominators should be school heads, colleagues of the Nominee(s), peers or experienced educators.
- Nominators are encouraged to consult Seconders and persons who are familiar with the Nominee(s) in preparing nominations e.g. peers and students of the Nominee(s).
- Nominators have to obtain prior consent of the Nominee(s) before making nominations.
- Please refer to paragraph (e) below on the nomination of a group of teachers.

(c) Nominee(s)

Nominee(s) are requested to provide a short description of their reflection on teaching practices, citing particular examples for illustration (a maximum of two pages).





(d) Seconders

- To encourage collaboration, **each** nomination (including self-nomination) should be seconded by at least **two Seconders** in their **personal capacity**. The maximum number of Seconders is **three**.
- Seconders should be school heads, colleagues of the Nominee(s), peers, experienced educators and parents.
- Seconders are encouraged to comment on the teaching practices of the Nominee(s). Their views may be passed to Nominators for collation.

(e) Nomination of a Group ("Group Nomination")

- The maximum number of Nominees in each group is five. If a teaching practice has been developed by a group with more than five members, the group has to nominate among themselves up to five "core members" or "representatives". This will facilitate the consideration of the nomination by the Assessment Panel.
- For Section II of the Nomination Form, the Nominator is requested to comment on the teaching practices developed by the group. In particular, the contribution of each group member, the interactions among group members, and how the efforts of the group have contributed to the desired outcome, will need to be explained.
- Group members should select among themselves a contact person.

(f) Students

Many teaching practices adopt a **student-centred** approach. Students' perception of teachers, including teachers' love and care, attention to the varied needs and abilities of students and so on, affects the effectiveness of learning and teaching. Recognizing the importance of students' views, the Scheme seeks to involve students in two main ways -

- Nominators and Seconders are encouraged to obtain students' views and incorporate them in the nomination; and
- During the assessment process, interviews with students of Nominees may be arranged to learn more about the teaching practices through the eyes of students.





VII. Preparation of Nomination Form

Here are some points to help your preparation of the Nomination Form -

- Follow the Nomination Guidelines. The nomination text should be **SHORT** and **SUCCINCT**.
- Focus on the Nominee's **overall** achievement. Illustrate the impact of the teaching strategies and pedagogy, etc., **adopted** by the Nominee(s).
- Provide relevant examples and details. Be prepared to provide evidence but there is no need to submit teaching materials developed and substantiating materials together with the Nomination Form.
- Please follow the maximum pages specified.

VIII. Submission of Nomination Form

(a) Content

The submission should include the following -

- The completed and signed Nomination Form, including a description of the teaching practices (a maximum of eight pages), and the Nominee(s)' description of their reflection on teaching practices (a maximum of two pages).
- There is **no** need to submit any teaching practices materials developed and substantiating materials at this stage. Nominators should be prepared to submit such materials if requested by the Assessment Panel at a later stage.

(b) Format

Please provide information in the following format -

- All information should be typewritten with *single line spacing* in font 12 point or above on A4 papers.
- We encourage the nomination text to be printed on both sides of a paper.
- In addition to the **original**, please include **two** additional copies of the completed nomination package.

(c) Submission

Completed forms may be submitted in the following ways on or before 15 January 2004 -

- in person or by post to the Quality Education Fund Secretariat, Room 3602, 36/F Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.
- by fax to the above Secretariat (No.: 2530 4451).





IX. Assessment Criteria

The Scheme aims to recognize exemplary teaching practices, to help foster a culture of collaboration in the teaching profession and to inspire teachers to strive for continuous professional development. Members of the teaching profession are encouraged to reflect upon the idea of "teaching excellence" by considering the following questions -

- Do you have "exemplary" and "effective" teaching practices in mind ? Why are they "effective" ?
- How can "good practices" be shared by members of the teaching profession given the different context of schools ?

Answers to the questions above should reveal the focus of the Scheme: awardees do not only demonstrate effective and inspiring teaching practices, but also the commitment to sharing their practices with other members of the profession.

Following discussions by a working group of experts and educators, the following five domains of assessment have been worked out. The domains will also facilitate Nominators and Seconders to comment on the teaching practices of Nominee(s). Recognizing that teaching practices cannot be anatomized into discrete areas, the Assessment Panels will adopt a **holistic approach** in considering the nominations.

The focus of the Scheme is on Learning and Teaching. As the Award is not one to identify all-round teachers, Nominee(s) may demonstrate exemplary performance in some or all of the domains. Nominators may therefore comment on the teaching practices of the Nominee(s) with regard to some or all of the domains. All awardees are expected to have the fundamental professional qualities of teachers, such as professionalism, love and care for students, etc.





(a) **Professional Competence** - Nominators illustrate with evidence the exemplary and effective teaching practices, and distill elements that would kindle reflection. These may include areas **such as** -

- mastery of subject knowledge, skills and language proficiency
- setting appropriate learning objectives for lessons in accordance with the Learning Targets of the subject, effective organization and planning of the teaching work to ensure students' attainment of the Learning Targets
- skills, pedagogy and teaching strategies that are tailored to the relevant target groups of students, context and environment
- innovative and effective classroom instruction, class interaction and class management
- effective assessment, evaluation of students' work, and use of the assessment information

(b) **Student Development** - Nominators demonstrate with evidence the Nominee(s)' exemplary practices in student development. These may include areas **such as** -

- catering for school-based or student-oriented needs by appropriate adaptation of the curriculum to help students obtain the desired learning outcomes
- inspiring students of different background and abilities and motivate them to learn
- making positive impact on students for whole-person development and the development of generic skills
- providing pastoral care services and student activities
- building trust and rapport with students





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(c) Commitment to the Profession and Community - This reflects one of the Scheme's aims, which is to foster collaboration among the teaching profession. Nominators demonstrate with evidence the Nominee(s)' exemplary practices in areas **such as** -

- proactively provide support to the teaching profession and the community, such as participation in and contribution to professional sharing activities, dissemination of good practices, involvement in community services or voluntary work
- production of exemplary teaching materials, involvement in or contribution to educational research, and / or contribution of articles on teaching-related topics
- participation in the professional development of novice teachers e.g. mentoring programme

(d) Professionalism - Professionalism is one of the basic requirements for all teachers. Nominators may describe the Nominee(s)' qualities of professionalism, **such as** -

- the drive to pursue continuous self-improvement and professional development
- keeping themselves abreast of developments in education practices and policies, like the trends and contents of the curriculum
- setting themselves as role models





(e) School Development

Nominators describe with evidence the Nominee(s)' contribution to -

- school-based activities for the learning and teaching of the Chinese Language Education KLA or the English Language Education KLA in primary and secondary schools; or
- school-based language teaching activities in kindergartens or special schools

Contribution may be made in various forms and manner, **such as** the development of school-based curriculum and schoolwide activities that contribute to the effective learning of languages by students.

(f) Other Consideration

Nominators describe the Nominee(s)' other education-related achievements, if any, which worth being recognized.

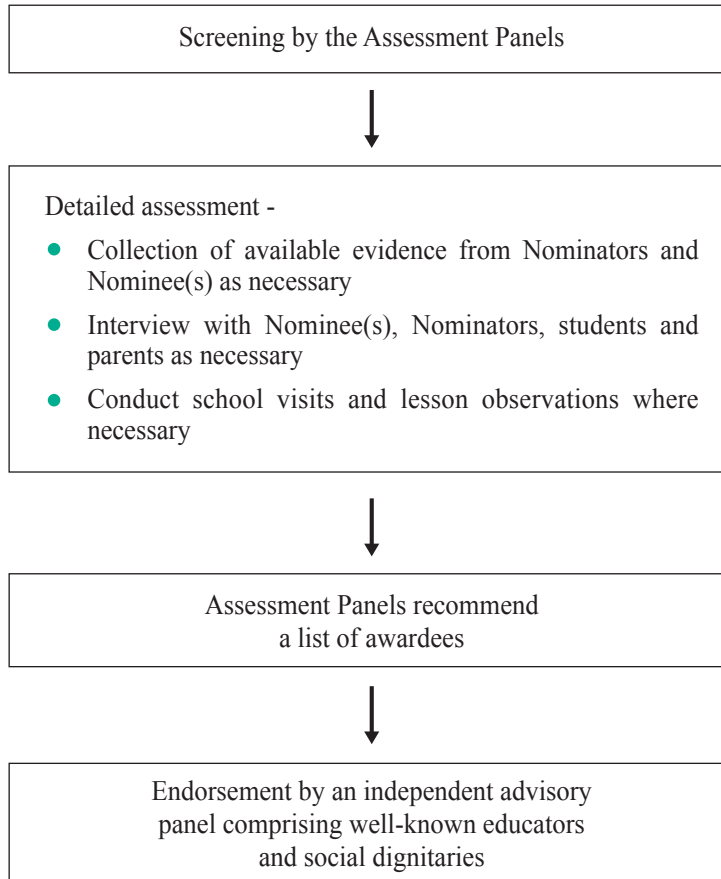




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X. Selection Procedure



XI. Adjudication Panel

Four Assessment Panels have been formed. Each Panel mainly comprises experts and academics in the education field, experienced school heads, experienced frontline teachers and parents. An independent advisory panel comprising well-known educators and social dignitaries will be formed to consider and endorse the recommendations of the Assessment Panels. The decision of the Advisory Panel will be final.

Members of the four Assessment Panels have been posted on the website <http://www.info.gov.hk/qef/ate>





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XII. Handling of Information

All information provided for the assessment of nomination will be treated in confidence. All Nomination Forms and supporting documents submitted will not be returned. For nominations that are selected for the Award, all information provided for the purpose of assessment may be used, distributed, disseminated, published and / or reproduced for the purpose of disseminating good teaching practices by the Quality Education Fund, the Education and Manpower Bureau or any organizations or agents appointed or authorized by them. Information provided in other nominations will be destroyed two months after the Award Presentation Ceremony.

The relevant personal data (e.g. name of Nominees and Seconders) provided by means of this Nomination Form may be reasonably disclosed to public or private schools, other education institutions or organizations and other related persons or bodies including their authorized agents or representatives for the purpose mentioned above.

Personal data provided in the Nomination Form and the supporting materials will be handled according to the provisions as stated in Section III of the Nomination Form.

XIII. Declaration of Interests

All persons involved in the processing and assessment of nominations, including Quality Education Fund Secretariat staff, will be required to declare interests in writing prior to working on any case. The decision of the Quality Education Fund with regard to matters relating to conflict of interests will be final.

XIV. Enquiries

For enquiries, please call 2123 6054, browse the website at <http://www.info.gov.hk/qef/ate>, or send an e-mail to ate@emb.gov.hk.





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Chief Executive's Award for Teaching Excellence Nomination Form

Introduction

This Nomination Form comprises three sections -

(a) Section I -

Part A - Particulars of the Nominee(s) and Nominee's description of his or her reflection on teaching (to be completed by the Nominee); and

Part B - Particulars of Seconders (to be completed by Seconders)

(b) Section II -

Part A - Particulars of the Nominator; and

Part B - Description of the Teaching Practices of Nominee(s)
(to be completed by the Nominator)

(c) Section III - Collection and Use of Personal Data

To facilitate your preparation of the Nomination Form, we have prepared a set of Nomination Guidelines which can be downloaded from the web site <http://www.info.gov.hk/qef/ate>.

If you have enquiries on the Nomination Form, you are most welcome to contact us through the following ways -

- email (ate@emb.gov.hk)
- by post to the Quality Education Fund Secretariat at Room 3602, 36/F, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.



Section I - Particulars

Part A. Particulars of Nominee(s): (To be completed by **Nominee(s)**)□

Note: For **group nomination**, the maximum number of Nominees is five. Please photocopy this page for each Nominee to fill in. Please also indicate a contact person from the group of Nominees to whom all correspondence for the Nominees will be directed.

1. Name of Nominee: (Chinese) _____ (English) _____

2. HKID No.: _____ 3. Years of Local Full Time Teaching: _____

4. Subject(s) Taught (for teachers of primary and secondary schools): _____

5. Name of School: _____

6. School: Kindergarten / Primary / Secondary / Special Schools (delete as appropriate)

7. Correspondence Address: _____

8. Tel No.: _____ 9. Fax No.: _____

10. E-mail: _____

11. Education-related Working Experience in Hong Kong

<u>Organization</u>	<u>Post</u>	<u>Period of Service</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

12. Professional Qualifications

<u>Awarding Institution</u>	<u>Qualification Obtained</u>	<u>Conferment Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____



13. Name of contact person for **group nomination**: _____

14. Please describe your **reflection on your teaching practices** with selected examples.
(Please prepare the description in up to **two pages** following the format stated in paragraph VIII of the Nomination Guidelines.)

15. Philosophy of Teaching (**Optional**)

What are your idealizations and beliefs about learning and teaching? How do you see your role as a teacher? Please illustrate with examples. (Please prepare the description in up to **two pages** following the format stated in paragraph VIII of the Nomination Guidelines.)

16. **Declaration**

- i. I hereby certify that the information contained in this Form is to the best of my knowledge correct and true.
- ii. I agree to the rules and regulations as stipulated in this Form and the Nomination Guidelines.
- iii. I agree to participate in the sharing activities that may be organized by Quality Education Fund (QEF) and the Education and Manpower Bureau (EMB) for the development of the teaching profession should I be awarded.
- iv. I agree that QEF and EMB may use, distribute, disseminate, publish and / or reproduce the information relating to the teaching practice(s) provided in or obtained from this nomination should I be awarded.

	<u>Name of Nominee(s)</u>	<u>Signature</u>	<u>Date</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____



Part B. Particulars and Comments of Seconders: (To be completed by **Seconders**)

Note: To encourage collaboration, all nominations should be seconded by a minimum of two school heads, colleagues of the Nominee(s), peers, experienced educators or parents in their personal capacity. The maximum number of seconders is three.

Particulars of the First Secunder

1. Name of Secunder : (Chinese) _____ (English) _____

2. HKID No.: _____

3. Organization: _____ 4. Position: _____

5. Relationship with Nominee(s): _____

6. Professional Qualifications in the Education Field (if applicable):

7. Correspondence Address: _____

8. Tel No.: _____ 9. Fax No.: _____

10. E-mail: _____

11. Please briefly comment on the teaching practices of the Nominee(s) that you consider exemplary or effective. You are encouraged to discuss with the Nominator and other Seconders. (Optional)

12. Signature of Secunder : _____ Date : _____



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Particulars of the Second Seconder

1. Name of Seconder : (Chinese) _____ (English) _____

2. HKID No.: _____

3. Organization: _____ 4. Position: _____

5. Relationship with Nominee(s): _____

6. Professional Qualifications in the Education Field (if applicable):

7. Correspondence Address: _____

8. Tel No.: _____ 9. Fax No.: _____

10. E-mail: _____

11. Please briefly comment on the teaching practices of the Nominee(s) that you consider exemplary or effective. You are encouraged to discuss with the Nominator and other Seconders. (Optional)

12. Signature of Seconder : _____ Date : _____



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Particulars of the Third Secorder

1. Name of Secorder : (Chinese) _____ (English) _____

2. HKID No.: _____

3. Organization: _____ 4. Position: _____

5. Relationship with Nominee(s): _____

6. Professional Qualifications in the Education Field (if applicable):

7. Correspondence Address: _____

8. Tel No.: _____ 9. Fax No.: _____

10. E-mail: _____

11. Please briefly comment on the teaching practices of the Nominee(s) that you consider exemplary or effective. You are encouraged to discuss with the Nominator and other Seconders. (Optional)

12. Signature of Secorder : _____ Date : _____



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Section II - Particulars of Nominator and Teaching Practices of Nominee(s) (To be completed by the **Nominator**)

Part A. Particulars of the Nominator:

Note : Each nomination should be submitted by **one** nominator only. Nominators should be school heads, colleagues of the Nominee(s), peers or experienced educators in their personal capacity.

For **self-nomination**, please indicate so at Item 1 below and skip the rest of this part.

1. Self-nomination: yes no (please tick as appropriate)
2. Name of Nominator: (Chinese) _____ (English) _____
3. HKID No.: _____
4. Organization: _____ 5. Position: _____
6. Relationship with Nominee(s) : _____
7. Professional Qualifications : _____
8. Correspondence Address: _____
9. Tel No.: _____ 10. Fax No.: _____
11. E-mail: _____
12. Signature of Nominator: _____ Date: _____

Part B. Teaching Practices of Nominee(s)

What qualities of the Nominee(s) in the area of learning and teaching strike you most ? Please describe areas or elements of Nominee(s)' teaching practices which you consider exemplary, inspiring and effective. Explain also elements which may help foster a culture of excellence in the teaching profession.

Note : The Nomination Guidelines have been prepared to facilitate your preparation of the description. In particular, it is important to give an account of the **context** of the Nominee(s)' teaching like the school culture, students' background, teachers' interactions with parents, challenges faced, etc. Please prepare the description in **up to 8 pages** of A4 paper in a format prescribed in paragraph VIII of the Nomination Guidelines.



Section III - Collection and Use of Personal Data

1. The personal data provided in this Form will be used by the Quality Education Fund (QEF), the Assessment Panels or any persons, organizations or agents appointed by the QEF for the purpose of assessing nominations for the Chief Executive's Award for Teaching Excellence. For nominations that are selected for the Award, all information provided for the purpose of assessment may be used, distributed, disseminated, published and / or reproduced for purpose of disseminating good teaching practices by the Quality Education Fund, the Education and Manpower Bureau and / or any organizations or agents appointed or authorized by them.
2. The provision of personal data in this Nomination Form is voluntary and will facilitate the consideration of the nomination.
3. The relevant personal data (e.g. name of Nomines(s) and Seconders) provided by means of this Nomination Form may be reasonably disclosed to public or private schools, other education institutions or organizations and other related persons or bodies including their authorized agents or representatives for the purpose mentioned in paragraph 1 above.
4. You have a right to request access to and correction of your personal data as provided in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form, subject to payment of a fee. Application for correction and access of your personal data as provided in this nomination may be directed to the Quality Education Fund Secretariat, Room 3602, 36/F, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong. For enquiries, please call 2123 6054.