

TE PUIAKI KAIWHAKAAKO PŪTAIAO | THE SCIENCE TEACHER PRIZE

General guidelines on logging on and entering information in the Prime Minister's Science Prize Portal

Tena koe,

It is important for the nominator, teacher/nominee and referee/principal to read all the information below before entering the portal. Please leave plenty of time for completing your application.

You can sign in the portal using a number of options i.e. TUAKIRI; ORCID; If you are a teacher, it is likely that you do not have a ORCID or TUAKIRI account. In which case you can sign in using a Google account or by creating a user name and password.

Link to portal: <https://portal.pmscienceprizes.org.nz/>

Because this is a nominated Prize it is important the nominator takes the first step of creating an account in the portal and setting up their profile.

Brand new person instructions

- Sign up
- Input your email and user name details
- Remember to click on "I am not a robot"
- Confirm password
- A verification email is sent to your email address. Click on the link to confirm your address and to be taken to your portal Profile.

For any first time sign in, a 'pop up' notification will appear showing 'Account Approval Pending'. The Prize Secretariat will receive an email notification and will need to approve your sign in. Please contact pmscienceprizes@royalsociety.org.nz if you've not been authorised after two working days.

Once the nominator has created a profile and entered the information required including the nominee/teacher's email address and email verification will then be sent to the nominee/teacher who will then be able to start their process.

Portal Profile

Every person that enters the portal must input at a minimum their name, contact email address and primary place of education/employment so that a profile can be formed. This includes nominators, teacher/nominee and referee/principal.

Everyone who enters the portal must also agree to the Privacy statement for most of the site to be available.

Steps for entering your details in the portal are listed under the following headings:

Organisation

You will need to input your primary organisation/school, and optionally any others that you are associated with. If you are from a school or tertiary institution this should auto populate. However if it does not then you can just enter your organisation.

When you enter your position/job title and dates, please add a new entry for each organisation and role. If you are a teacher then please state your Position as Teacher.

Career Stage

Please select the research career stages that apply to you, and when you think they first applied. If not applicable please leave blank or select Not Applicable.

Academic Record

Please enter your qualifications and course of study.

Prizes and/or Medals

Again you have the opportunity to enter information about Prizes or Medals you may have won. If this is not applicable then just click on 'next'.

Professional Bodies

You can enter any professional bodies that you belong to. If you don't belong to a professional body please just click on 'next'. i.e. a teacher might belong to TENZ or NZASE or NZAMT

Protection Pattern

You control how your information can be used by specifying the protection to be applied to your data. By default your demographic details (gender, ethnicity, and iwi) and birth date are kept private.

If you are comfortable with sharing this information with the Ministry of Business Innovation and Employment, you may do so by de-selecting the tick box for the protection you wish to relax, or by toggling 'no protection needed'.

All of these steps must be completed.

NB: only your name, primary organisation, and email address are required. All other information is optional.

Important

All applications must be fully complete before they can be submitted. You will not be able to submit the application if there are steps that still need to be completed. *i.e.* principal/referee has not accepted their invitation; referee reports outstanding; or missing documents/actions, e.g., curriculum vitae's; application templates, ethics statements, and terms and conditions..

If you have not submitted your application **due date** it will not be eligible for judging and so please do not leave this process until the last minute.

Applications close at 5.00pm, 25 Whiringa-ā-nuku October 2021. (This date has been extended from the original date of 15 October due to COVID lockdown restrictions)

MŌ TE PUIAKI KAIWHAKAAKO PŪTAIAO | ABOUT THIS PRIZE

- This Prize will be awarded to a registered kaiako teacher who is teaching science¹ to school-age children (in a primary, intermediate or a secondary New Zealand registered school or Kura Kaupapa) and who has been in the same role for at least 12 months prior to their nomination.
- The kaiako/teacher needs to be nominated for this Prize. The nominator needs to take the first step of clicking into the portal.
- The teacher/kaiako (nominee) must be either a New Zealand citizen or a New Zealand permanent resident.
- The teacher or kaiako (nominee) must have had five years of science¹ teaching experience in New Zealand.
- In the case of secondary school teachers, the majority of their teaching time must have been devoted to teaching science¹ subjects.
- The recipient of the Prize is expected to remain in the teaching profession for at least the year following the presentation of the Prize.
- Re-application by nominees from previous years is encouraged and welcomed, as long as the eligibility criteria continue to be met. However past winners of the Prize will not be eligible to enter a second time.

¹ Taken to include teaching relevant to any of the science, technology, mathematics, pūtaiao, hangarau or pāngarau learning areas of the New Zealand curriculum.

Value

- The Science Teacher Prize is worth \$150,000. The recipient will receive \$50,000 with no expectations on how the recipient spends this and the recipient's school/kura will receive \$100,000 to use for the development of science in their school¹.

Selection Criteria

Nominees should present an application that addresses the three criteria questions.

- What is your high quality pedagogical approach that sits behind your teaching and learning of your taura/students. This is not limited to the following examples.
 - *creating a supportive learning environment*
 - *encouraging reflective thought and action*

- *acknowledging the principles of Te Tiriti o Waitangi and Māturanga Māori in your science¹ teaching*
 - *facilitating shared learning*
 - *making connections to prior learning and experience*
 - *enhancing the relevance of new learning*
 - *providing sufficient opportunities to learn*
 - *inquiring into the teaching–learning relationship.*
- Provide a range of evidence that their actions have led to improved outcomes in science¹ for the students they teach in their classroom. Evidence will vary depending on whether they are teaching in a secondary or primary setting.
 - Your influence on engagement and delivery of science¹ in your school’s hapori/community and at a local and/or national level. (This could include support of colleagues at your school; participating with scientists/technologists or others in your hapori community and creating opportunities and contributing to the awareness of science at a local and/or national level in Aotearoa.

Your answers should be cross referenced with an Evidence Portfolio that you will include also. Each application will be assessed in the **context** in which the nominee is teaching (relative to the opportunities reasonably available to a primary, intermediate or secondary teacher). Assessment will include consideration of referees’ and nominees statements. A nominee may be requested to attend an interview.

Confidentiality

The secretariat gives no undertaking to keep confidential any information provided in the on-line entry form unless this is identified as information that should be treated as such. Information may, for example, be used to prepare promotional material for the Prize in future years.

Please note that information submitted on the entry form may be subject to the Official Information Act.

Entry Process

- The teacher or kaiako (nominee) will need to be nominated by a person (nominator) who is knowledgeable about the nominee's work and able to comment on all of the criteria on a nomination template.
- In addition, the nominee's Principal or Tumuaki will be required to complete a Referee Template. The Principal must not be the nominator.
- The teacher or kaiako (nominee) will be asked to answer the selection criteria above and agree that any information provided in the nomination may be used in publicity for the Prize.
- The teacher or kaiako (nominee) will need to include a Curriculum Vitae (two pages) and an Evidence Portfolio (maximum of ten pages)
- Please note that information provided in the nomination may be subject to the Official Information Act.

Selection Panel

Panellists are appointed by the Chief Executive of the Royal Society Te Apārangī based on the recommendation of the panel Chairs. Appointments are made on a year-by-year basis for each calendar year. Panellists must be experienced in an appropriate field or community and may be drawn from outside Aotearoa New Zealand if necessary.

The panel will consist of established leaders and researchers in their field and communities. We will also aim to bring emerging people to panels to ensure diverse views and allow for the development of people and new talent.

In considering the suitability of potential panellists, the following requirements for panel composition should be considered as appropriate:

- Mix of discipline/expertise
- Sector and institutional balance
- Rohe geographic representation
- Ethnicity
- Gender balance

Royal Society Te Apārangī is committed to following best practice in being inclusive of diversity within our activities.

It is recognised that occasionally members of the selection panel will know applicants, or have other conflicts of interest. They will be expected to declare all conflicts of interest when these situations arise. In the case of knowing an applicant, the Chair of the selection panel will rule if this is significant enough for the judge to be stood down from the committee for that applicant. (In the case of the Chair having a conflict of interest the decision will be made by another member of the Panel who has been identified in this role at the beginning of the process).

The selection panel will not enter into any correspondence concerning its deliberations. All inquiries should be directed to the Secretariat. The Secretariat will not disclose information on matters such as ranking, or names of nominees.

The Secretariat for the Prime Minister's Science Prizes is the Royal Society Te Apārangi, If you have any questions then please make contact with pmscienceprizes@royalsociety.org.nz

Expectations

- The kura school will use the \$100,000 for the development of science in their school¹.
- The winner may be expected to be involved in promotional opportunities appropriate to receiving The Prime Minister's Science Teacher Prize.

Announcement

- The winner is expected to make themselves available for half a day January/February to meet with the Prime Minister's Science Prize media liaison personnel in preparation of media material and photos.
- The winner will be announced in February/March/April. (date to be confirmed)
- The winner will be expected to make themselves available for that announcement in Wellington.

NEED HELP? HAVE OTHER PĀTAI QUESTIONS?

Ko te Kaiwhakahaere the Secretariat for The Prime Minister's Science Prizes is Royal Society Te Apārangi. Contact details are:

Te Kaiwhakahaere the Secretariat
The Prime Minister's Science Prizes
Royal Society Te Apārangi
PO Box 598
Wellington

Tel: (04) 470 5762

If you require any other information the please email pmscienceprizes@royalsociety.org.nz.

Closing

Applications close at 5.00pm, 25 Whiringa-ā-nuku October 2021. (This date has been extended from the original date of 15 October due to COVID lockdown restrictions)

Information for the Nominator

Please read the material above regarding logging in and entering data to the portal.

As this is a nominated prize, the nominator is required to take the first step by logging in and entering information to form a profile in the portal. A nominator should be someone that who is knowledgeable about the nominee's/teacher's work and able to comment on the criteria questions below.

The nominee/teacher is unable to enter any information into the portal until the nominator has undertaken what is required within the portal.

The nominator is also required to complete **Nomination Template**. The Nomination Template will be available in the portal but is also available on the website for your convenience. [Link to Templates](#)

The Nominator will need to answer the questions outlined below on the Nominator Template. Please keep within three pages in total when answering these questions.

Question 1: Can you tell us why you are in the position of being able to comment on your kaiako/teacher you are nominating?

Question 2: The Prime Minister's Science Teacher Prize is intended for an excellent and inspiring teacher of science¹ in Aotearoa. Please outline what high quality pedagogical approach sits behind the kaiako/teacher's teaching of their students.

- *creating a supportive learning environment*
- *encouraging reflective thought and action*
- *acknowledging the principles of Te Tiriti o Waitangi and Māturanga Māori in their science¹ teaching*
- *facilitating shared learning*
- *making connections to prior learning and experience*
- *enhancing the relevance of new learning*
- *providing sufficient opportunities to learn*
- *inquiring into the teaching–learning relationship.*

Question 3

The nominee should provide a range of evidence that their actions have led to improved outcomes in science¹ for the taura students they teach in their classroom. *(Evidence will vary depending on whether they are teaching in a secondary or primary setting).*

Question 4

Outline how the nominee/teacher has had an influence on engagement and delivery of science in their school's hapori community and at a local and/or national level in Aotearoa.

e.g support of colleagues; creating new opportunities with scientists/others in the school community and to the awareness of science at local and/or national level.

¹ Taken to include teaching relevant to any of the science, technology, mathematics, pūtaiao, hangarau or pāngarau learning areas of the New Zealand curriculum.

Each application will be assessed in the **context** in which the nominee is teaching (relative to the opportunities reasonably available to a primary, intermediate or secondary teacher).

Once you have completed the Nomination Template it is required to be uploaded to the portal.

Information for the Nominee/Teacher Kaiako

The teacher/kaiako will be sent an email to click on the link to the portal once the Nominator has nominated them. It is important that the nominee/teacher kaiako reads the information about entering the portal which is further up in this document.

When the nominee/teacher kaiako has also entered their details into the portal and has made a Profile they will be able to apply.

The teacher will need to complete the **Application Template**. It can also be found on the website for your convenience. [Link to Templates](#)

The nominee/teacher kaiako will need to complete the questions on the Application Template. Please keep to approximately **three** pages in total when answering the questions. Give clear answers, using examples of activities to illustrate how you meet the criteria (which can be bullet points). Please make sure you give clear information of your personal impact in regards to all of the questions.

Question 1: Outline the high quality pedagogical approach that sits behind your teaching and learning for your taura/students. Examples could include but are not limited to:

- *creating a supportive learning environment*
- *encouraging reflective thought and action*
- *acknowledging the principles of Te Tiriti o Waitangi and Māturanga Māori in your science¹ teaching*
- *facilitating shared learning*
- *making connections to prior learning and experience*
- *enhancing the relevance of new learning*
- *providing sufficient opportunities to learn*
- *inquiring into the teaching–learning relationship.*

Question 2: Provide a range of evidence that your actions have led to improved outcomes in science for the taura students you are teaching.

Question 3: Your influence on engagement and delivery of science¹ in your school’s hapori/community and at a local and/or national level.

e.g. (This could include support of colleagues at your school; participating with scientists/technologists or others in your hapori community and creating opportunities and contributing to the awareness of science at a local and/or national level in Aotearoa.

¹ Taken to include teaching relevant to any of the science, technology, mathematics, pūtaiao, hangarau or pāngarau learning areas of the New Zealand curriculum.

At the end of the Application Template, material can be added (up to 10 pages) as part of your **Evidence Portfolio**. This should be cross reference with your answers to the questions.

Other tasks

The nominee/teacher must submit a CV. This should be no more than two pages.

Checklist

- The Nominator has completed all that is required including completing and uploading of Nominator Template.

- The referee (Principal) has completed all that is required including completing the Referee Template and the Budget Template (please note the budget is not judged but should be agreed upon with the kaiako teacher)
- The nominee/teacher kaiako has uploaded a CV.
- The nominee/teacher kaiako has completed and uploaded the Application Template which includes Evidence Portfolio material.
- The nominee has accepted the Prize Terms and Conditions.

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Information for the Principal/Referee

The Principal will be sent a link to the portal once you have entered the referees details into the portal and it is important that they read the information above about logging in and entering data into the portal. A Principal cannot be a Nominator.

The Principal is also required to complete the **Referee Template**. The referee template can be found within the portal but also here for convenience. [Link to Templates](#)

There are questions outlined below on the Referee Template that the Principal/Referee is required to answer. Please keep to approximately **three** pages in total when answering these questions.

Question 1: Can you tell us why you are in the position of being able to comment on your kaiako/teacher.

Question 2: Outline the high quality pedagogical approach that sits behind your kaiako/teacher's teaching and learning for the taura/students they are teaching. Examples could include:

- *creating a supportive learning environment*
- *encouraging reflective thought and action*
- *acknowledging the principles of Te Tiriti o Waitangi and Māturanga Māori in your science¹ teaching*
- *facilitating shared learning*
- *making connections to prior learning and experience*
- *enhancing the relevance of new learning*
- *providing sufficient opportunities to learn*
- *inquiring into the teaching–learning relationship.*

Question 3: How has your kaiako/teacher's teaching led to improved outcomes in science for taura/students they are teaching. (the answer will vary depending if this is in the secondary or primary school setting)

Question 4: Please tell us how your kaiako/teacher has had an influence on engagement and delivery of science ¹ in your school's hapori community and at a local and/or national level.

e.g. you could include information about support of colleagues at your school; participating with scientists/technologists or others in your hapori community and creating opportunities and/or contributing to the awareness of science at a local and/or national level in Aotearoa.

¹ Taken to include teaching relevant to any of the science, technology, mathematics, pūtaiao, hangarau or pāngarau learning areas of the New Zealand curriculum.

Other documents required by Principal

The Principal will also need to complete the Budget Template on how the Prize will be used. This can be brief but must be agreed with the teacher/kaiako. This document can be found in the portal or here: [Link to Templates](#)

When templates are completed they need to be uploaded to the portal.

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NEED HELP? HAVE OTHER PĀTAI QUESTIONS?

Ko te Kaiwhakahaere the Secretariat for The Prime Minister's Science Prizes is Royal Society Te Apārangi. Contact details are:

Te Kaiwhakahaere the Secretariat
The Prime Minister's Science Prizes
Royal Society Te Apārangi
PO Box 598
Wellington

Waea telephone: (04) 470 5762

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