Celebrating Staff Achievements

Policy

Signed  
Date: 7 Nov 2016

on behalf of the Management Committee

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To be reviewed: Sept 2017
This policy gives guidance to staff on the purpose, types and frequency of celebrating staff success and achievement and should be read alongside the Staff Handbook.

Introduction:

At the Woodlands, we believe staff recognition is important because it:

- Let’s staff know that their work is valued and appreciated
- Gives staff a sense of ownership and belonging in their place of work
- Improves morale
- Enhances loyalty
- Helps build a supportive work environment
- Increases staff motivation
- Improves staff retention

Aims and objectives:

The aim of this policy is a recognition and celebration scheme that will demonstrate and deliver on The Woodlands ethos and meet the objectives below. The scheme recognises and values staff achievements and contributions that make a difference to the staff and children they work with.

- To encourage staff to develop their talents and abilities and become fully engaged in whole school life
- To support and develop effective teaching and learning
- To maintain a positive learning community and school ethos
- To promote a culture of fairness and equality for all
- To contribute to the maintenance of good order and discipline
- To promote best practice.
- To improve productivity and staff engagement.
- To support and promote The Woodlands values and a culture of recognition.

Celebrating Staff Achievement

The school recognises the importance of seeking opportunities to acknowledge and reward the achievement of staff as well as students. A culture of praise seeks frequent and consistent opportunities to celebrate successes and achievements. The Headteacher will use staff briefing to announce successes of a professional or personal nature and more formal opportunities will be used to acknowledge staff achievements.

Celebrating Success Initiative

The Celebrating Success initiative promotes and supports a culture where new ideas are shared and good practice and innovation is recognised throughout the organisation, thereby
exemplifying The Woodlands values. The Celebrating Success initiative will run throughout the school year, with an award assembly and winner revealed at the end of each half term.

**Nominations**

**Who can nominate?**

All staff who work at The Woodlands. Staff will need to have direct knowledge of the work/activity that has resulted in the nomination for achievement. Please note that to ensure we are able to properly recognise all achievements across the school, people cannot be nominated for the same activity or achievement more than once within the year.

**Who can be nominated?**

Staff can nominate any member of staff at The Woodlands except for a partner or a member of family. Staff should only nominate people if they have direct knowledge of their work.

**How do people nominate?**

Nominations can be made via the nomination forms (see Appendix A) into the celebrating success boxes. These boxes and forms will be based at the reception of each site (The Maples, The Elms, The Bridge, The Willows and The Beeches).

**What happens to the nomination?**

The Deputy Head will collect the nominations in at the end of each half term (the last Monday of each half term) and collate them. In the event of a tie, a name will be drawn out of a hat.

**Celebrating Success Assembly**

At the end of each half term, all staff will attend a celebration assembly in the main hall at The Woodlands. Staff will read out examples of some of the positive comments and nominations and then the winner will be revealed by the deputy head.

See Appendix A

**Staff leaving or retiring**

At the end of the school year, in July, the staff congregate to acknowledge successes and to say goodbye to colleagues who are leaving. Heads of Department or another relevant member of staff will be asked to pass information to the Headteacher about the performance of the leaving or retiring colleague during their employment in the school. This information should be additional to any formal roles the member of staff has had and could include anecdotes from other members of staff or students. Heads of Department will also be responsible for the collection of money from willing members of staff that may be used to purchase a leaving gift and card to be presented by the Headteacher at the Staff Celebration in July. Colleagues who are retiring will also be invited to attend the final meeting of the Management Committee to allow them to pass on their thanks.
Professional achievements

The staff celebration assembly in July will be an opportunity to publically recognise professional qualifications that have been achieved by colleagues during the course of the academic year. The qualifications that might be recognised at this time might include the successful completion of:

- Foundation and honours degrees
- Graduate Teacher Programme (GTP)
- Newly Qualified Teachers (NQTs)
- Masters degrees and other post-graduate awards
- Other professional qualifications, such as:
  - SENCo qualifications
  - National Professional Qualification for Headship (NPQH)
  - Leadership Pathways
  - Leading from the Middle Celebrating Achievement

Length of service

Opportunities are sought to recognise long-serving members of staff. The nature of the acknowledgement will be dependent on length of service but may range from a personal letter to the colleague being invited as a guest of honour to staff celebration events. Length of service will be recognised at the following periods:

- 5 years
- 10 years
- 15 years
- 20 years
- 25 years and every 5 years thereafter

Outstanding attendance

A personal letter will be sent to all members of staff who have not had any time off during the academic year. This is characterised by no time off for medical, compassionate, sickness, family or other paid authorised absence.

Roles and Responsibilities:

Responsibility for celebrating staff success and achievement lies with the whole school community. It requires the utmost professionalism from teachers and expects all staff to understand the part they play in the process so that they can take responsibility for their own achievements and promote the achievements of others.
Key roles and responsibilities include:

- The Management Committee in defining and agreeing the principles underlying the school policy and in monitoring and reviewing its application;
- The Headteacher in framing the school policy and, with other members of the Senior Management Team, organising support for the implementation of the policy and modelling the promotion and support of the scheme to their teams and departments; making nominations and encouraging others to do so and using methods of informal recognition within own teams to promote a culture of recognition.
- All staff in ensuring consistent application of the policy; making nominations and encouraging others to do so and using methods of informal recognition within own teams to promote a culture of recognition.

Monitoring and Evaluation:

The Senior Leadership Team will review staff feedback (as per the school calendar) from all staff to monitor the implementation of this policy and the effectiveness of staff recognition and celebration throughout the school. An analysis will be made and feedback will be given to staff. A review of feedback and nominations should inform the following:

- Staff have a greater sense of ownership and belonging in their place of work
- Improvement of staff morale
- Enhanced loyalty of staff
- A more supportive work environment
- Increased staff motivation
- Improvement of staff retention

The desired outcomes for this policy are improvements in staff engagement; reduction of staff sickness and an improved learning and working environment for all.

The performance indicators will be:

- An improvement in staffs attendance
- Improvement of staff feedback questionnaires
- More nominations for Celebrating Success initiative
Appendix A

Celebrating Success

Name of staff: __________________________________________________________

Nominated by (can be anonymous): __________________________________________

Reason for nomination:

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