

OCTOBER 2016



STAFF ACHIEVEMENT AWARD POLICY

**HORIZONS EDUCATION TRUST
AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE. PE29 1TQ**

RATIONALE

The Board of Trustees wishes to recognise and acknowledge the achievements of its staff team across all roles.

Staff Achievement Awards are designed to recognise outstanding achievements from our staff across all levels and types of role.

The board feels that staff may work better if their achievements are recognised and appreciated. This would encourage a willingness to invest time and energy into their role and ultimately create a more conducive and happy environment in which to work.

- **Criteria for Nomination:**

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| 1 | For reliability and adaptability: <ul style="list-style-type: none">➤ Excellent punctuality and attendance record;➤ Excellent appearance standards e.g. as set out in uniform policies and recognising diversity policies;➤ Excellent adaptability and versatility;➤ Consistent competence in performance of duties;➤ Excellent motivation, reliability and a positive attitude to work |
| 2 | For excellent performance and attitude, and for acceptance of additional responsibilities: <ul style="list-style-type: none">➤ Showing initiative beyond the normal requirements of the role (e.g. actions in emergencies);➤ Making significant cost efficiency suggestions, leading to improved practices in the workplace;➤ Demonstrating an exceptionally positive commitment to change;➤ Making a significant contribution to the completion of a one-off project of major importance to Spring Common Academy;➤ Assuming additional responsibilities (for a defined period) which are not normally part of the role;➤ Demonstrating excellent individual performance on a specific task or piece of work;➤ Contributing to excellent team performance;➤ Performing special tasks on behalf of Spring Common Academy/Professional Service |
| 3 | For exceptional performance, achievement and attitude: <ul style="list-style-type: none">➤ Demonstrating exceptional imagination and enterprise on a |

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| | <ul style="list-style-type: none"> ➤ project or piece of work; ➤ Playing a key role in attracting significant income into Spring Common Academy; ➤ Playing a key role in successfully implementing a major project or achieving a major milestone; ➤ Notably enhancing the status of research or education at Spring Common Academy; ➤ Demonstrating outstanding leadership; ➤ Demonstrating outstanding teamwork; ➤ Notably enhancing partnership working either internally or externally to Spring Common Academy; ➤ Demonstrating outstanding teambuilding achievements |
| 4 | <p>Parent/carer or another external professional:</p> <ul style="list-style-type: none"> ➤ Excellent written and pictorial communication documentation; ➤ Demonstrating a welcoming approach to parental or carer involvement; ➤ Recruiting parents/carers to becoming actively and regularly involved in school and its activities; ➤ Delivering excellent parent/carer communication beyond the call of duty; ➤ Demonstrating excellent multi-agency working; ➤ Providing clubs or extracurricular activities for students |
| 5 | <p>Feeling Valued Award:</p> <ul style="list-style-type: none"> ➤ Demonstrated an outstanding ability to ensure that colleagues/teams feel valued and provide an excellent working environment where colleagues feel they are listened to and their personal contribution to our services is highly valued; ➤ Implemented or improved working practices, systems or conditions to ensure colleagues are clear about their role and how their contribution is valued; ➤ Developed the talent of colleagues through learning and education; ➤ Enabled colleagues to develop specific skills or capabilities to significantly improve the effectiveness of their role; ➤ Demonstrated that they value the health and wellbeing of colleagues and pupils at Spring Common Academy through the implementation of working practices which help others to achieve a healthy work/life balance; ➤ Demonstrated an outstanding commitment to Equality and Diversity by delivering better outcomes for pupils |
| 6 | <p>Recognition of Long Service;</p> <ul style="list-style-type: none"> ➤ Staff who have been employed at Spring Common Academy for 10, 15, 20, 25, 30 years or more will be acknowledged ONCE at the end of each summer term; ➤ Staff who leave Spring Common Academy will also be acknowledged at whatever stage of the academic year this might be |

NOMINATIONS

- Staff may be nominated for one or more of the categories above once per term. All staff are eligible for nomination.
- There will be no limit as to the number of times staff can be nominated in any one academic year.
- If there are more than 3 nominations received per category, one nominee is chosen at random, e.g. only one successful nominee from each category to a maximum of 5 per half term.
- Nominations should be submitted to the Board of Trustees prior to the last full committee meeting of each half term – dates enclosed.
- Documentary evidence supporting each nomination must be submitted on the nomination form.

Note: Awards will not be in monetary form. HMRC states that monies and gifts awarded to employees should be seen as part of a salary and would therefore be subject to Income Tax and National Insurance Contributions. A high quality certificate will be presented to the successfully named member of staff.

Spring Common Academy
Staff Recognition and Achievement Award Policy
Nomination Form:

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| Name of Staff Member; |
| Role within Spring Common Academy; |
| Category for nomination; (to include number and subsection) |
| Documentary or supporting evidence for nomination; |
| Name of person nominating; |
| Date for which nomination applies: i.e. date of Full Trustee Body meeting |

Policy agreed on: OCTOBER 2016_____

Signed on behalf of the Trustees _____

Committee: _____

Author: _____

Review date (optional): _____

Website Y/N