

Birkdale High School



Birkdale
High School

Aspire - Thrive - Succeed

Staff Recognition Policy



Birkdale High School **Staff Recognition Policy**

Date of Policy: May 2018
Members of staff responsible: Headteacher (Mr Bourgade)
Review date: November 2021

1. Introduction

1.1 A key aim of Birkdale High School is to become an “employer of choice”. By encouraging a culture of employee engagement this should provide a combination of commitment to the school and its values plus a willingness to collaborate with colleagues within and beyond the school professional learning community. The drive for an engaged workforce needs to build on good people management and development policies, effective leadership, recognition and the active support of all line managers.

2. Scope of Policy

- 2.1 The Staff Recognition Scheme has been designed for managers to recognise staff at a departmental, team or whole school level through non-salary related recognition.
- 2.2 Nominations for staff recognition should be made directly to the Headteacher.
- 2.3 Nominations can be made by all staff, students or members of the public
- 2.4 The scheme is open to all staff as individuals or as teams.

3. Policy Statement

- 3.1 Staff recognition is designed to recognise those employees, as individuals or teams, who regularly demonstrate key behaviours as referred to below at 4.1, linked to the Headteacher’s vision for and shared values of Birkdale High School.
- 3.2 Staff recognition is in addition to recognising sustained excellence in carrying out assigned duties; such contribution is linked to existing TLR’s held by post holders, the appraisal policy and the Pay policy.
- 3.3 Staff recognition has been designed as a locally determined and managed recognition scheme which is intended to complement the existing staffing structure.
- 3.4 Managers are reminded of the importance of thanking staff for their valuable contributions to the school. This may be achieved informally by simply saying thank you or formally through recognition schemes such as this.

4. Procedure

4.1 Staff recognition rewards are linked to core values in relation to the types of achievement and/or behaviours we wish to recognise and encourage. Employees or teams may qualify for recognition reward if one or more of the following criteria are met:

- i. Passion

“Inspiring others to be the best they can be, whilst themselves being forward thinking, enterprising and engaged in their day to day activities. Set and meet high standards, aspiring to achieve the best for themselves and the School.”

- ii. Creativity
“Embracing creativity by taking bold decisions that enable the school to develop. Challenging existing methods and processes; devising and implementing successful improvements and enhancements of these”.
- iii. Leadership
“Consistently engages, persuades and motivates staff/students, whilst generating originality for the betterment of their area and the school as a whole. Also creates a positive attitude and atmosphere, positively influencing others by their example and communicating effectively and in an engaging manner”.
- iv. Professionalism
“Provide an exceptionally high level of professional service to all those we work with, by having the highest standard of professional ethics. Consistent commitment to outstanding performance, enriching the student experience either directly or indirectly”.
- v. Responsiveness
“Foster an open culture in which people are approachable, friendly and willing to share ideas; readily reacting to suggestions, influences or efforts. Also, being committed, engaged and innovative in the delivery of professional excellence to students and to own colleagues”.

NB: The above criteria should be considered in relation to a requirement for them to be beyond normal expectations within their assigned role in school.

4.2 All nominations have to be accompanied by a Nomination Form (See Appendix 1) (Either hard copy or e-version) providing detailed information regarding the following:

- a) Specific criteria met by the individual/team
- b) Detailed evidence demonstrating how the criteria have been met

4.3 Nomination forms should then be submitted by the line manager to the Head teacher.

4.4 The Line Manager and Headteacher should then meet to discuss the nomination.

4.5 The nomination may come from school or other sources through the online form available on the website.

4.6 If approved, the Headteacher will then write to the individual / team to acknowledge the achievement.

4.7 Awards recipients for the year will be listed on the website in staff recognition section.

5. Knowledge & Skills

5.1 All staff will be briefed on the application of this scheme, with particular emphasis on the motivation of staff and the importance of valuing staff contributions, both formally and informally.

Appendix 1 Staff Recognition Nomination Form (To be given to Headteacher)

SECTION 1

Name(s) of Nominee(s):

Job Title(s):

Department/ Team Cover

SECTION 2

Name of Nominator:

Job Title

SECTION 3

Which criteria do the individual / team meet?

Being inspiring

Leadership

Creativity

Professionalism

Responsiveness

SECTION 4

Please provide the evidence upon which you have based the nomination, providing as many practical examples as possible which demonstrate how the individual/team has met the specified. This paragraph will be used in the letter and also given to Governors.

Please tick to confirm that this can be shared with the person nominated/

Would you like to remain anonymous and for the person not to know who nominated them?

SECTION 5

Date of meeting

Recognition Signed _____ Head teacher Date

