**Staff Member of the Month Outstanding Contribution**

<Insert Month and Year>

All our staff play an important role in the lives of children, families and society. Each month we would like to recognise the dedication, professionalism and work of one outstanding staff member at our Service. Those receiving the award can be nominated by the Nominated Supervisor, parents or colleagues.

Rank each person from 1 (being the worst) to 10 (being the best) in the below categories.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Checklist for Staff member of the month** | Matthew S Example |  |  |  |  |  |  |  |  |  |  |
| Always happy to help other team members | 8 |  |  |  |  |  |  |  |  |  |  |
| Often takes the initiative and leads others. |  |  |  |  |  |  |  |  |  |  |  |
| Always willing to "to go the extra mile/kilometre"? |  |  |  |  |  |  |  |  |  |  |  |
| Actively gets to know each child’s interests, skills, knowledge and abilities | 7 |  |  |  |  |  |  |  |  |  |  |
| Builds the curriculum using spontaneous and intentional teaching | 7 |  |  |  |  |  |  |  |  |  |  |
| Documents all relevant learning immediately | 6 |  |  |  |  |  |  |  |  |  |  |
| Always follows our policies and procedures | 7 |  |  |  |  |  |  |  |  |  |  |
| Engages with parents every day | 10 |  |  |  |  |  |  |  |  |  |  |
| Guides children’s behaviour in a positive, respectful way | 9 |  |  |  |  |  |  |  |  |  |  |
| Builds warm and responsive relationships with children | 8 |  |  |  |  |  |  |  |  |  |  |
| Acts professionally and in accordance with our Code of Ethics and philosophy at all times | 8 |  |  |  |  |  |  |  |  |  |  |
| Displays a positive work ethic (eg diligent and conscientious) |  |  |  |  |  |  |  |  |  |  |  |
| Actively contributes to staff meetings | 5 |  |  |  |  |  |  |  |  |  |  |
| Currently completing professional development activities | 1 |  |  |  |  |  |  |  |  |  |  |
| Continually assesses premises and procedures for risk and immediately takes actions to reduce or eliminate risks | 9 |  |  |  |  |  |  |  |  |  |  |
| Engages in ongoing reflection to improve the curriculum and achieve Learning Outcomes. | 8 |  |  |  |  |  |  |  |  |  |  |
| Engages in critical thinking about their own values, beliefs and assumptions and how these may affect each child’s learning and development. | 7 |  |  |  |  |  |  |  |  |  |  |
| Builds partnerships with families and the community | 6 |  |  |  |  |  |  |  |  |  |  |
| Regularly contributes to the Quality Improvement Plan | 4 |  |  |  |  |  |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |  |  |  |  |  |