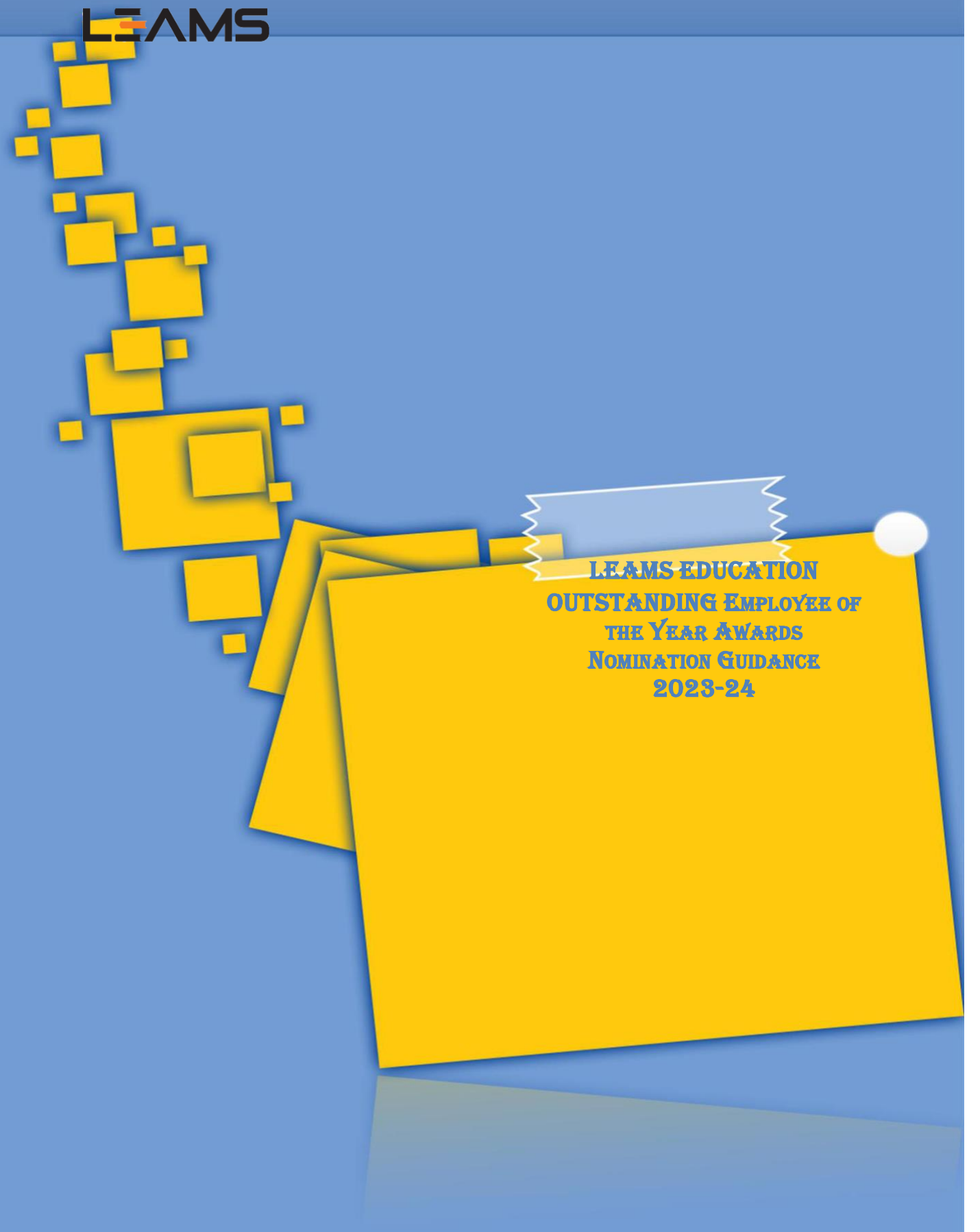


LEAMS



**LEAMS EDUCATION
OUTSTANDING EMPLOYEE OF
THE YEAR AWARDS
NOMINATION GUIDANCE
2023-24**



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1.0 OUTSTANDING EMPLOYEE OF THE YEAR AWARDS:

The Leams Education ‘**outstanding employee of the year awards**’ is our way of showing our appreciation for the efforts of our valued staff members and encouraging them to continue their good work. Awardees are those who have made distinguished contributions to Leams Education group of schools through their dedication, initiative, outstanding achievements, enthusiasm, and attitude in their work. Awards are presented annually and include cash gifts and other recognition.

We believe that by recognizing and celebrating the efforts of our valued staff members, we can inspire our winning team. We are proud of the hard work and dedication of our team, and we are honored to have them as a part of the Leams family.

Through this award, we identify exceptional employees from Leams group of schools who have gone above and beyond their duty to ensure that our students receive the best possible education. They are a reliable compass continually pointing our group schools in the direction of its goals and aspirations.

1.1 OUTSTANDING EMPLOYEE AWARDS RECOGNIZE THOSE WHO :

1. [Exemplify key components of the Leams Education mission, and vision.](#)
2. [Demonstrate excellence on the job.](#)
3. [Problem-solving skills.](#)
4. [Exhibit generosity- who make time to coach and mentor others.](#)
5. [Demonstration of leadership.](#)
6. [Innovative thinking and implementation.](#)
7. [Honesty and integrity.](#)
8. [Punctuality and discipline.](#)
9. [Willingness to learn.](#)
10. [Positive attitude and teamwork.](#)

2.0 EVENT INFORMATION:

The AY 2023-24 outstanding employee award recipients will be announced in September 2024 with an award ceremony to follow.

2.1 OUTSTANDING EMPLOYEE AWARD CEREMONY:

Date: To be published

Venue: Will be announced

3.0 AWARD CATEGORIES:

CATEGORY CODE 1:

THE EARLY YEARS OUTSTANDING TEACHER

The Early Years Outstanding Teacher Award is a recognition of the teacher's commitment to excellence in early childhood education and their contribution to the well-being and development of young children in their care, their families and the wider community. We want to celebrate, how their high level of enthusiasm, expertise and commitment positively shapes the future of children.

CATEGORY CODE 2:

THE AWARD FOR MAKING A DIFFERENCE IN PRIMARY

The Award for making a difference in Primary Education recognizes a primary teacher that has made a significant impact on the quality of primary education. This award may acknowledge the efforts of an outstanding teacher who has gone above and beyond to improve student outcomes, promote innovative teaching practices, and foster a positive and supportive learning environment.

CATEGORY CODE 3:

THE AWARD FOR OUTSTANDING MIDDLE LEADERSHIP FACULTY OF THE YEAR

This award is established to celebrate individuals from Middle Leadership Team, who demonstrate excellence in the application of leadership principles and who make a difference through the quality of their work, global reach and outlook, and their contribution to community development. This award is of the highest stature and are presented to individuals, who have surpassed several levels of excellence and set an example of being a role model for exemplary leadership- a leader who cares about every child, and who frequently enquire about children's learning and life out of school and the one who ceaselessly monitors, evaluates, innovates, and encourages continual improvement from teachers at all levels.

CATEGORY CODE 4:

THE AWARD FOR MAKING A DIFFERENCE IN SECONDARY SCHOOL

The Award for making a difference in Secondary School is a recognition of the recipient's outstanding achievements in improving the quality of secondary education, promoting innovation and excellence in teaching, and making a positive impact on the lives of students, families, and the wider community. The nominee should be an exceptional teacher who has demonstrated outstanding teaching skills, has a strong record of improving student learning outcomes, creates exciting learning opportunities, and follows outstanding assessment practices aimed at achieving exceptional Board exam results.

CATEGORY CODE 5:

THE AWARD FOR EXCELLENCE IN SPECIAL NEEDS EDUCATION

The Award for Excellence in Special Needs Education recognizes a deep commitment to inclusive education, the significant impact of the recipient's work on the lives of students with special needs, their families, and the wider community. It is a testament to their dedication, expertise, and compassion in providing exceptional education and support to those who need it most.

The recipient of this award may have demonstrated exceptional skills and knowledge in working with students with a variety of disabilities, including physical, emotional, and intellectual disabilities. They may have developed innovative and effective teaching strategies, adapted and differentiated the curriculum to meet the diverse needs of their students, and provided individualized support and accommodations to ensure that every student has the opportunity to succeed.

CATEGORY CODE 6:

THE AWARD FOR OUTSTANDING ADMINISTRATOR OF THE YEAR

This award is for the outstanding school administrator and covers all staff members under Admin & Edu Admin category who has brought new ideas and enthusiasm to the school and an openness to learn in order to improve their skills. An inspiring administrator who has demonstrated a strong passion for school operations and support services and has developed a significant impact on all stakeholders. Your enthusiasm, creativity, and innovative methods have helped the school to have efficient school support services.

CATEGORY CODE 7:

THE AWARD FOR THE BEST SUPPORT STAFF OF THE YEAR

This award is for the outstanding support staff who has gone above and beyond to support the house keeping services of the school and go extra miles by actively contributing to all school events/DSIB inspections and by keeping the school safe and clean at all times by adhering to child safeguarding guidelines.

4.0 WHAT DO THE WINNERS RECEIVE:

Winners will be honored during a special recognition ceremony, attended by the Board of Directors, corporate managers, school Principals and other senior leaders . Winners will be presented cash prize, plaque & certificate of appreciation.

FOR ACADEMIC STAFF:

*AED 2,000/- CASH PRIZE MONEY – PLUS A PLAQUE & CERTIFICATE OF APPRECIATION
&*

*AED 2000/- PERSONAL CPD TRAINING COST SPONSORED BY LEAMS EDUCATION
(THE WINNER CAN OPT FOR ANY COURSE/TRAINING OF THEIR CHOICE AND AED2000/- WILL BE
REIMBURSED BY LEAMS EDUCATION ON SUBMISSION OF SUPPORTIVE EVIDENCE)*

FOR NON-ACADEMIC STAFF:

*Admin : AED 1,000/- CASH PRIZE MONEY – PLUS A PLAQUE & CERTIFICATE OF APPRECIATION
Support staff: AED 500/- CASH PRIZE MONEY – PLUS A PLAQUE & CERTIFICATE OF APPRECIATION*

5.0 ELIGIBILITY:

5.1 SELECTION PROCESS

The nomination process at school level may involve, faculty members, and administrators who can submit their recommendations for the award. A selection committee or panel at school level may review the nominations and select the best from each school for various categories, based on the criteria of selection.

5.2 ELIGIBILITY FOR NOMINATION:(DOCUMENTS TO BE SUBMITTED FOR NOMINATION AT SCHOOL LEVEL)

1. STATEMENT OF QUALIFICATIONS , DESCRIBING THE NOMINEE FITS THE SELECTION CRITERIA.

The employee should have served Leams Education for a minimum two years of service, has an active work permit and has a minimum of 95% attendance. For teachers - KHDA Letter of appointment for the subject he/she is teaching is a requirement for nomination.

2. A PROFESSIONAL PHOTO OF THE NOMINEE TO BE UPLOADED.

3. THE NOMINEES MUST PRESENT THEMSELVES THROUGH A SELF-INTRODUCTION VIDEO JUSTIFYING THEIR APPLICATION FOR THE AWARD.

4. EVIDENCE TO SUPPORT THE CANDIDATES SELF NOMINATION.

Evidence can include feedback/letters of appreciation from parents, students, peers, reporting managers, SLT, MLT, Principal, school annual performance review ratings, awards/honors received from organisation of repute, teacher/leadership MOE license awarded, NPQH qualifications etc.

6.0 CRITERIA OF SELECTION AT SCHOOL LEVEL :

- Each eligible candidate can self-nominate and submit their nomination to the head of the section.
- *The nominations must be reviewed verifying the eligibility for nomination(refer section 5.2) by the selection committee at the school constituting of the Principal, VP, SLT etc.*
- Final nomination FOR EACH CATEGORY, must be approved by the School Principal before submission to the selection panel at the corporate.

6.1 DOCUMENTS TO BE SUBMITTED FOR FINAL SELECTION AT CORPORATE:

- One finalist for each category can be shortlisted by the Principal (with evidence).Total of 7 nominations (one from each category) from each school will be accepted for the final selection.
- Single page endorsement letter from the reporting manager for the shortlisted candidate of each category must be submitted (at least 150 words for minimum). The intent is to provide sufficient, relevant information about the candidates' impact on the subject areas and provide specific rather than generalized examples to evidence this, which will be informative to the reviewers.
- Principal must present the final nominees by way of a presentation before the selection committee with evidence(section5.2).This is intended to substantiate a nomination and ensure that employees meeting performance expectations are considered for this prestigious honour. Employees with performance concerns may be excluded from consideration.
- Leams Corporate representatives from the selection committee may visit the school and review the evidence.

6.2 FINAL REVIEW COMMITTEE:

The finalists from each school for all categories will have final review meeting at corporate level and the selection committee comprising panel members from corporate office, will select one best employee for each category, who will be awarded the Leams Best Employee of the year awards 2023-24.

It is important to ensure that the nomination and selection process is fair, transparent, and objective to ensure that the most deserving candidates are selected for the award.

6.3 THE SELECTION COMMITTEE IS LOOKING FOR NOMINEES WHO EXHIBIT ON-THE-JOB PERFORMANCE THAT:

◆ EXEMPLIFY KEY COMPONENTS OF THE LEAMS EDUCATION MISSION, AND VISION

Embodies the Leams Education mission statement, vision and values, advances the priorities of his/her unit and department through completion of work assignments, recognizes his/her role in achieving department goals, motivated by the Leams Education's pursuit of being a comprehensive Educational organisation committed to exceptional teaching, learning, and well-being.

◆ DEMONSTRATE EXCELLENCE ON THE JOB:

Demonstrates performance and commitment to the job that is consistently outstanding and frequently outside the normal scope of prescribed duties; Builds genuine and long-term relationships to enable success; Engages in learning and networking related to your field of work and across the school; Works with the line manager to be clear about the benchmarks for excellence in relation to your activities; Creates a supportive work environment by encouraging professional development, teamwork, appropriate delegation, and opportunities for others; Encourages co-workers and customers to contribute to discussion and decision-making.

◆ PROBLEM-SOLVING SKILLS:

The nominee should have demonstrated ideas on how to apply their problem-solving skills to the issues they notice in their communities or even globally, have the tools they need to change the future and leave a lasting impact on the world around them. Problem-solving can be taught in any content area and can even combine cross-curricular concepts to connect learning from all subjects. The role of an educator must be to inspire and give space to problem-solving ability.

◆ **EXHIBIT GENEROSITY- MAKE TIME TO COACH AND MENTOR OTHERS:**

Promotes a sense of generosity (within work group, department, or across campus) by bringing groups/individuals together for a common purpose. The nominee should have made significant contributions to the school, such as coaching and mentoring the students and colleagues, volunteering, or engaging in community outreach. Coaching and mentoring are essential facets of developing people and helping them reach their full potential. As a coach or mentor, you're uniquely positioned to help individuals learn and grow, which can positively impact your team or organization.

◆ **DEMONSTRATION OF LEADERSHIP:**

Provides on-going high-quality performance, directs people to resources, sees work assignments from a big picture point-of-view, seeks to improve school improvement, handles difficult situations and assignments well, personifies dependability; Understands it is better to lead through coaching, rather than dictating; Clarify your own strengths and weaknesses and how they affect your ability to be a good strategic leader; Improve your ability to empower others and get the best out of them; Inject a sense of purpose into your work and understand its critical role in inspiring your team.

◆ **INNOVATIVE THINKING AND IMPLEMENTATION:**

The nominee should have shown the ability to develop, implement, and lead innovation strategies in your school; shows exceptional creativity, leadership, and innovation in the use of digital technology; utilizes skills to recognize key drivers of innovation, and leverage organisational systems, structures, and culture to foster an environment where innovation thrives. It is important to have a future-focused innovation mindset to help prepare your team to handle new and unforeseen challenges.

◆ **HONESTY AND INTEGRITY:**

Honesty and integrity, encourage & help team members build strong relationships with each other and with students, parents and other stakeholders. These qualities can help improve overall productivity and achieve more success as a team. By understanding how to integrate these qualities into your work, you become a more reliable and accountable employee.

◆ **PUNCTUALITY AND DISCIPLINE:**

Discipline and timeliness are two of the most important attributes required for a professional to succeed in any organization or team. Discipline ensures that employees conduct themselves appropriately in the workplace and follow all of the organization's rules and regulations. Disciplined people achieve achievement on both professional and personal levels.

◆ **WILLINGNESS TO LEARN:**

Demonstrate your capacity for growth by embracing challenges. One of the most crucial qualities we look for is willingness to learn new skills. To demonstrate your willingness to

learn, embrace emerging technology, highlight your dedication to growth with concrete examples, and ask questions for finding solutions; welcomes and values diversity of opinions in discussions, demonstrates tolerance of others, considers accessibility, diversity and inclusivity in aspects of job assignments, enhances the campus climate and adheres to respectful workplace expectations.

◆ POSITIVE ATTITUDE AND TEAMWORK:

We admire team members that creates a supportive work environment by encouraging positive attitude, professional development, teamwork, appropriate delegation, and opportunities for others. Encourages co-workers and customers to contribute to discussion and decision-making. Effectively collaborates within and/or across work-groups, offices, departments, and/or system members, within the context of his/her position responsibilities.

7.0 TIMELINE FOR THE NOMINATION:

- ✓ Indian curriculum school evaluation time period: April 2023 to March 2024.
- ✓ British curriculum schools' evaluation time period: September 2023 to April 30th, 2024.
- ✓ Last date for receiving the final nomination at Principal's office: May 15th 2024.
- ✓ Principal and schools SLT evaluation: 15-31st May 2024
- ✓ Principal to present the nominees at corporate: 01-07th June 2024
- ✓ Leams representative visits the school for a review of the evidence: 08-14th June 2024
- ✓ Corporate committee final evaluation: 15 -24th June 2024
- ✓ Announcement of winner: 25th June 2024
- ✓ Award ceremony: September 2024(Date to publish)

8.0 HOW DO I SUBMIT A NOMINATION?

PLEASE VISIT WWW.LEAMSOUTSTANDINGEMPLOYEEAWARDS/NOMINATE TO ACCESS THE ONLINE NOMINATION FORM. (WILL BE ACCESSIBLE FROM MAY 2024)

TO SUBMIT AN AWARD NOMINATION, PLEASE FOLLOW THE STEPS BELOW:

- Identify the award for which you would like to submit a nomination.
- Information and requirements for each individual award can be found on the LEAMS Awards link in the website.
- Complete the nomination form, gather letters of support and a professional photo & self-introduction video of the nominee and upload via the web form.
- Web forms will remain on the awards website till the last date of the nomination.
- Click submit!

- If you do not receive the confirmation email, please contact HR department to confirm if your nomination has been received.

9.0 QUESTIONS AND ASSISTANCE:

If you have any questions regarding Leams outstanding Performer of the Year Awards, please contact your school HRBP.
