

**MONTFORT JUNIOR SCHOOL**  
**2018 STAFF RECOGNITION SCHEME (SMC)**

---

The Staff Recognition Scheme (SMC) aims to recognize and reward staff for their effort, contribution and performance as well as to promote and celebrate staff excellence in the following broad area of awards:

- (a) Excellence in Teaching and Nurturing the Whole Student
- (b) Excellence in Service

No.	Award	Criteria	Who Can Be Nominated
1	Caring Teacher Award	<ul style="list-style-type: none"> <li>- Demonstrates the core values of the school in fostering a conducive environment for student well-being</li> <li>- Actively seeks to provide a culture of care, trust and friendliness that enhances the well-being and character of the students.</li> <li>- Able to establish good rapport with students and parents</li> </ul>	Teachers
2	Inspiring Teacher Award	<ul style="list-style-type: none"> <li>- Excites, influences and enthuses students to do well through words and deeds.</li> <li>- Able to guide students to become thinking and gracious youths, with distinguished service and leadership.</li> <li>- Goes beyond the call of duty to promote a first-rate learning experience</li> <li>- Exemplifies the school motto: Age Quod Agis.</li> </ul>	Teachers
3	Service Excellence Award	<ul style="list-style-type: none"> <li>- Developed creative and innovative programmes/activities to enhance service quality.</li> <li>- Received compliments, laudatory comments or special recommendations from customers.</li> <li>- Participated in quality improvement activities and demonstrated team-spiritedness.</li> <li>- Exceeded customer expectations or internal service standards by delivering extraordinary services under difficult conditions.</li> <li>- Had a positive influence on other colleagues in terms of enhancing service standards.</li> <li>- Exemplify <b>CARE</b> in service excellence - <b>Courtesy, Accessibility, Responsiveness and Effectiveness</b></li> </ul>	Teachers / AEDs / EAS

### ***How to nominate?***

Nomination Forms are obtainable from:

- Montfort Junior School Library
- Downloaded from the school's website:

<http://www.montfortjunior.moe.edu.sg>

Completed forms can be submitted by:

- **Dropping it into the Nomination Box in the school library**
- **Mailed or faxed to Montfort Junior School**

**Closing Date: Monday, 16 July 2018**

