

CANTERBURY COLLEGE POLICY STATEMENT ON PERFORMANCE MANAGEMENT

Canterbury College is a successful organisation which aspires to achieve Outstanding status in every aspect of its work. We have a strategic aim to be the best in Teaching and Learning. The primary focus of our organisation is to deliver the best possible Teaching and Learning experience to our learners.

In order to achieve this goal it is essential that we seek to employ enthusiastic and committed professional teachers who have the desire and the ability to inspire in young people, a genuine thirst and hunger for learning.

Canterbury College seeks to employ teachers who have highly developed self critical faculties, who welcome informed and expert advice as to how to further improve and develop their skills, teachers who set themselves and their colleagues demanding and aspirational targets.

All staff should be focussed on their contribution to the ultimate success of the college and it's learners, it's strategic ability to meet its targets and goals and should present a clear set of targets and criteria as to how they will make their contribution to the team effort.

Proactive, self - identified target setting is the first positive step to a truly successful performance management system. When staff are so familiar with the common strategic aims of the organisation that they can translate them into clear targets in their own personal professional development plans the college will have begun its first steps to achieve this goal.

Staff should ask what will I contribute to the overall success of the college ? How successfully am I doing it? How successfully did I do it? And finally ; How will I do it more effectively next time?

PURPOSE

Canterbury College is committed to the principles of both total quality management and staff Development. It is policy therefore to review the performance of every employee on a regular basis in order to increase job satisfaction, productivity and career and professional development.

The aims of the scheme are to :

1. help all staff carry out their jobs well and increase the level of their motivation and their job satisfaction
2. give staff feedback on performance and improve overall performance
3. help staff in their own development and careers

These aims are met by the scheme by :

- identifying clear targets so that people know what is expected of them
- reviewing performance to see where improvements or changes are needed and how these could be tackled

- devising development plans to meet training needs

THE MAIN FEATURES OF APPRAISAL

In line with the College's Quality Calendar the manager and the job holder meet to :-

- review performance against objectives agreed at the previous meeting and the job description
- jointly agree key objectives for coming year
- Follow up documentation
- Follow up action, e.g. implementation of training
- Interim Review - normally six months after the main appraisal

It is a condition of employment that staff participate in the Performance Review and Appraisal Scheme. The current Staff appraisal form can be found here [Appraisal](#)