

LONGLEY PARK SIXTH FORM COLLEGE

PROCESS FOR THE APPRAISAL AND DEVELOPMENT OF SENIOR POST HOLDERS

Introduction

The Corporation values the work of its senior post holders very highly and seeks to support them with an effective appraisal system. In common with most approaches to appraisal this provides a means by which an individual's strengths, areas for development, and training needs may be jointly identified and future targets agreed.

A framework has been adopted that requires post holders to consider their progress in relation to three key themes:

- leadership and management,
- student progress or a relevant equivalent
- continuing professional development

The focus for the targets in any given appraisal cycle will be the College Development Plan.

The Clerk's appraisal will focus more specifically on his/her facilitation of the governance process in the College.

The Annual Appraisal Process

1. The Corporation has delegated responsibility for the appraisal of senior post holders to the Search, Governance & Remuneration Committee.
2. The Committee will review performance and agree appraisal targets for each year with each senior post holder and with the Clerk at its meeting in September.
3. Targets for senior post holders will be developed using the above framework and drawing upon the College Development Plan for their focus.
4. The Principal and the Clerk will submit written reports upon progress to the termly meetings of the Search, Governance & Remuneration Committee.
5. The Principal will appraise the two Vice-Principals.
6. Proceedings of the Committee concerning the appraisal of senior post holders and the Clerk are confidential to those who take part and to the Clerk. Minutes of appraisal discussions will be confidential to the Committee. The Chair of the Committee will be responsible for the minutes of discussions of the Clerk's appraisal.