41 – Performance Development Policy

Date ratified: March 2026

Date policy to be reviewed: March 2027

Committee responsible for policy:
Board of Governors

Geraldine Kelly — Chair of the
Board of Governors

Review No.	Date	Summary of Changes	Reviewer

The Ridge Employability College Staff Performance Development Policy

This performance development policy is designed to support the college action plan (CAP) in raising achievement and supporting both national professional standards and college determined standards.

Performance Development Process

The performance development process is designed to ensure all staff have the skills and support they need to carry out their role effectively.

The annual process is where the appraiser and the appraisee engage in an evaluation of contributions made towards the appraisee's job description, including delivery and outcomes achieved.

The annual process is supported by interim performance development meetings that are part of half termly performance development reviews.

Future objectives are agreed in relation to the college's strategic vision and the appraisee's job description.

Appointing appraisers

The Senior Leadership Team will determine the schedule for performance development meetings. Confirmation of the meeting: time, date and appraiser will be advised seven days prior to that meeting.

Appraisees have 24 hours from receiving notification of their performance development meeting to request any changes.

The appraiser should be familiar with the college Self Assessment Report (SAR) college action plan (CAP), the latest OFSTED action plan, appraisee's employment records and any other relevant documentation regarding the college.

The Senior Leadership Team will be appraised by members of the governing body – to be determined by the Chair of Governors following the same process.

Role of appraiser

The role of the appraiser is to complete the Personal Development process. This is to be completed within the prescribed timescales.

It is the role of the appraiser to ensure appraisees are aware of any supporting documents in preparation for the personal development meeting.

The appraiser will expect the appraisee to be aware of their previous objectives, evidence of compliance with teaching standards and job description.

It is the role of the appraiser to ensure the environment is a suitable venue to meet the appraisee's needs.

The appraiser will record in the meeting notes the use of any devices or equipment the appraisee may use to support the meeting.

The appraiser will record the dialogue of the meeting, including achievements against previous year's targets. It is the appraiser's responsibility to ensure they act in a fair and impartial manner, and that the evaluation of targets is realistic, transparent and relates clearly to the appraisee's job description. Evidence from teaching observations, learning walks etc. can be used to inform the evaluation.

It is the appraiser's responsibility to record and inform the appraisee of any identifiable areas of support required. Any points identified may require additional support under the capability policy.

It is a requirement of the appraiser to discuss and agree with the appraisee objectives in line with teaching standards, college SAR, college CAP, college OFSTED action plan and the appraisee's job description. These objectives need to be Specific, Measurable, Achievable, Realistic and Time sensitive (SMART).

Feedback from the appraiser to the appraisee must be clear, concise, recorded and shared with the appraisee. A copy of the performance development record will also be shared with the appraisee. This will be retained for future performance development meetings.

Role of appraisee

The role of the appraisee is to complete the Personal Development process. This is to be completed within the prescribed timescales.

It is the role of the appraisee to ensure they are aware of any supporting documents in preparation for their personal development meeting.

The appraisee will be expected to be aware of their previous objectives. Evidence of compliance with teaching standards and job description will be required.

It is the role of the appraisee to advise the appraiser of any special requirements in relation to the venue within 24 hours of receiving the meeting notification.

The appraisee will advise the appraiser of any devices or equipment the appraisee intends to use to support the meeting.

The appraisee will participate in providing information during the meeting, highlighting achievements against previous year's targets. Evidence from teaching observations, learning walks etc. can be used to inform the evaluation.

It is the appraisee's responsibility to acknowledge areas identified that may require additional support.

It is a requirement of the appraisee to discuss and agree with the appraiser objectives in line with teaching standards, college SAR, college CAP, college OFSTED action plan and the
appraisee's job description. These objectives need to be Specific, Measurable, Achievable, Realistic and Time sensitive (SMART).

The appraisee will be given verbal feedback by the appraiser that will be clear, concise and, recorded. A copy of the performance development record will also be shared with the appraisee. This should be retained by the appraisee for future performance development meetings.