

STAFF PERFORMANCE POLICY AND PROCEDURE

Policy Number	HCT-SP-001
Version	1
Applicable To	Staff of Horizon Community Training
Document Owner	Kath Shanahan
Next Review	September 2027
Availability	Policies and Procedures Folder, SharePoint

Introduction

Horizon Community Training CIC (Horizon) views its staff as its biggest asset. All staff are valued and given opportunities to progress and achieve their goals.

Purpose

The purpose of this Policy and Procedure is to:

- Support and improve staff performance
- Promote professional development and accountability
- Ensure high-quality teaching, learning and support for learners
- Provide a fair, transparent and consistent framework for managing performance

This Policy and Procedure aims to encourage continuous improvement while addressing underperformance in a supportive and constructive manner.

Procedure

Staff Review Meetings will take place annually and details of this meeting will be recorded on the Staff Annual Review/Meeting Form (Appendix 1). Staff 1:1 catch up meetings/discussions will be held regularly and key points/outcomes from these catch ups will be recorded. Horizon feels that it is beneficial for the review of performance, achievement of goals to be a continuous process with informal feedback being provided on this basis. Agreed objectives will be recorded and staff will receive feedback in terms of their individualised outcomes/goals.

Performance management will:

- Be fair, consistent and evidence-based
- Support professional growth and wellbeing
- Align individual objectives with organisational priorities
- Comply with equality, safeguarding and employment legislation
- Be developmental rather than punitive wherever possible
- Will be a collaborative process with managers working with staff to set fair agreeable objectives, providing feedback if required.
- Promote equality of opportunity
- Avoid discrimination
- Take account of reasonable adjustments, disability, pregnancy or other protected characteristics

Objective Setting

Objectives will:

- Be specific, measurable, achievable, relevant and time-bound (SMART)
- Relate to teaching quality, professional responsibilities and organisational priorities
- Include professional development goals
- Take account of individual roles, experience, and circumstances

Monitoring Performance

Performance may be monitored through:

- Classroom or practice observations
- Learner progress and outcomes
- Work scrutiny or quality assurance activities
- Feedback from learners, peers or managers
- Attendance, punctuality and professional conduct

Monitoring will be proportionate and supportive.

Professional Development and Support

Where development needs are identified:

- Appropriate training or mentoring will be provided
- Support plans may be agreed
- Reasonable adjustments will be made where required

Horizon is committed to supporting staff to achieve and maintain high standards.

Should underperformance occur, concerns will be managed in line with Horizon's Staff Code of Conduct Policy and Procedure and the Staff Disciplinary Policy and Procedure.

Appendix 1

Staff Annual Review/Meeting

Staff Name	
Job Title	
Reviewing Manager Name	
Review Date	
Additional Detail/Information	

Goals/Targets

Details of Goal/Target	Steps to Achieve Goal Target	Timeframe	Achieved (Y/N)

Achievements During Review Period

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Any Training & Development Needs

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How are you feeling about your role/work?

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Do you feel that there is anything further we can do to support you in your role?

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Staff Comments

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Manager Comments

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I agree that the information provided is true reflection of discussions and that the detail is accurate

Staff Member's Details:

Name.....

Role.....

Signature.....

Date.....

Manager Details:

Name.....

Role.....

Signature.....

Date.....
