



ETC International College

Appraisals Scheme

January 2025

An overview

The ETC Appraisals Scheme is a two-way staff-management feedback procedure intended to help improve working practices and provide staff with the opportunity to make suggestions, help devise an individual development plan, voice concerns, etc. It is intended to offer a chance for everyone to express their feelings about their role, and how they fit into their own team / department within the organisation. We hope that everyone will find it a motivating and helpful opportunity to discuss working arrangements with their line manager, with a view to maintaining great performance and boosting morale.

The Appraisals Scheme should provide a review of:

Targets and objectives (at Individual, Team and Company level).

Systems (ie. How well school procedures work).

Resources (teaching materials, hardware, software, equipment, stationery, etc).

Skills (Individual and Team).

Relationships (with colleagues and students).

Record Keeping.

Lesson Preparation and Delivery (with reference to observed lessons – teachers only).

Relationship of contract, job specification, company handbook, Health and Safety guidelines, promotional materials, recruitment policy, equal opportunities policy, etc to what is actually happening in each staff member's current employment situation.

Ability to manage and cope with change.

The ETC Appraisal scheme consists of the following stages:

- 1. Annual Appraisal Meeting (obligatory) – usually in September / October each year.**
- 2. Appraisal Review – usually in March / April each year (desirable – not obligatory).**
- 3. Continuous monitoring and two-way feedback. Ad-hoc meetings as appropriate.**

ETC Staff Performance and Development Appraisal

Guidance for Managers

The following is a brief outline of the procedures to be followed when conducting ETC staff performance and development appraisals.

1. Clarify aims and process of appraisal with staff.
2. Set appraisal dates, times and duration with staff.
3. Ensure that the self-assessment form is completed by the staff member and that a copy is returned to the interviewer. Ensure that there is a job-specific checklist prepared for each job holder's position.
4. Hold the appraisal interview and complete the ETC Performance and Development Appraisal form together with the job holder. Be prepared to discuss matters directly relating to the staff member's employment terms and conditions, including payment, training and career development, classroom performance in the case of teachers, student and colleague feedback, and so on.
5. Monitor the staff member's application of the agreed action plan.
6. Hold review interviews as agreed by both parties: Job Holder and Reviewing Manager.
7. Adjust the action plan as necessary.

Updated January 2025 Board of Governors
Next update due: January 2028