

# Career Review Form – Associate Principals

**SECTION 1: Review Details** *(to be completed by reviewee)*

Name:		Post:	
Dept/Faculty:		Date of Last Review:	
Reviewer Name:		Reviewer Post:	

**SECTION 2: Document Review**

Please confirm that you have discussed the following  
*(to be completed by reviewer)*

Please circle:

CPD Log: Submitted to Human Resources	Yes No
Job description	Yes No
Previous Career Review Documentation	Yes No

**SECTION 3: Achievement of Objectives**

Please give details of objectives achieved since last review, or since start of a new job role:

Objective	Objectives Achieved and comments <i>(to be completed by reviewee and reviewer).</i>

## SECTION 4: Associate Principals

**Discussion on Job Role** *(to be completed by reviewee and reviewer)*

You may find the prompts provided on page 5 useful when completing this section.

Key Areas for Reviewer/Reviewee Comments:	Links to Framework		
	*MC	**ES	***IIP
Leadership and Quality	1 – 10	1.1, 1.3, 3.1	1, 2, 3
Support the leadership and evaluation of learning and teaching within the Faculty	1 – 10	1.1, 1.2, 1.3	4, 5, 7
Building capacity and creating sustainable success in the curriculum and across all College functions	1 - 10	1.1, 1.2, 2.2	5, 7, 8, 9
Supporting the Learning and Teaching process to ensure excellence and equity for all learners	1 - 10	1.3, 1.4, 2.1, 2.3, 2.4, 3.1, 3.2	6, 8
Excellence and equity for all learners	1 - 10	1.4, 2.2, 2.4, 3.3	6

\*MC – Managers Charter    \*\*ES – Education Scotland    \*\*\*IIP – Investors in People

## SECTION 5: Summary of Key Strengths and Areas for Development

*(to be completed by reviewer/reviewee)*

Key Strengths:
Areas for Development:

**SECTION 6: Objectives for Next Period**  
*(to be completed by reviewer/reviewee)*

<b>Reviewee Objectives:</b> <i>(to be completed by <u>reviewer/reviewee</u>)</i>	<b>Linked to: -</b>
	<b>Strategic/Operational Priorities</b>

**SECTION 7: Staff Development Requests**  
*(to be completed by reviewer)*

Development Need	Benefit to Role	Link to Strategic/ Op. Priorities	Planned Date	Action by Reviewee/ Reviewer

**SECTION 8: Review Confirmation** *(to be signed by the reviewee and reviewer)*

<b>Reviewer:</b>	<b>Reviewee:</b>
<b>Signed:</b>	<b>Signed:</b>
<b>Date:</b>	<b>Date:</b>

<i>HR use only</i>	<i>Scanned</i>	<i>Saved</i>	<i>Logged</i>
<i>Initial &amp; Date</i>			

# Associate Principals – Useful Prompts

The following prompts have been developed to provide you with some examples which will help you prepare for your Career Review meeting: -

Theme	Areas for discussion
<b>Leadership and Quality</b>	<ul style="list-style-type: none"> <li>• Support, share and implement the College’s values, expected behaviours and ethos.</li> <li>• Develop and maintain an atmosphere of openness and transparency within the Faculty.</li> <li>• Ensure open and excellent communication and responsiveness to other departments and teams.</li> <li>• Lead the faculty in the development of operational planning and the self-evaluation process.</li> <li>• Lead the Faculty in planning for change and for continuous improvement.</li> <li>• Lead the Faculty in implementing the Access and Inclusion strategic aims.</li> <li>• Demonstrate behaviours required within Managers Charter.</li> </ul>
<b>Support the leadership and evaluation of learning and teaching within the Faculty</b>	<ul style="list-style-type: none"> <li>• Support the Faculty to achieve and exceed the College’s strategic objectives.</li> <li>• Encourage and support curriculum team work and ownership of the students’ learning experience to achieve consistently high outcomes.</li> <li>• Contributing to and identifying the professional learning and development of staff, responding to the changing needs of the College.</li> </ul>
<b>Building capacity and creating sustainable success in the curriculum and across all College functions</b>	<ul style="list-style-type: none"> <li>• Ensure robust succession planning in line with the College’s Workforce Planning document.</li> </ul>

Theme	Areas for discussion
	<ul style="list-style-type: none"> <li>• Encouraging and supporting innovation in curriculum planning and delivery.</li> <li>• Partnership working.</li> </ul>
<p><b>Supporting the Learning and Teaching process to ensure excellence and equity for all learners</b></p>	<ul style="list-style-type: none"> <li>• Lead the planning process to take account of current and future students' needs.</li> <li>• Lead the self-evaluation process for the Faculty.</li> <li>• Promote and support Child Protection and Safeguarding policies and procedures.</li> <li>• Ensure excellence and equity for all learners.</li> <li>• Delivery of high quality learning.</li> </ul>
<p><b>Excellence and equity for all learners</b></p>	<ul style="list-style-type: none"> <li>• Implement and review the Access and Inclusion strategy.</li> <li>• Support Curriculum Managers to deliver high quality learning</li> <li>• Promote equality and diversity.</li> </ul>

# South Lanarkshire College's Strategic Plan

## “2020 Vision”

### *Vision:*

To be Scotland's leading provider of college education and training.

### *Mission*

*“To ensure learners are well prepared for the future by developing their skills, knowledge and understanding in a high-quality learning environment.”*

### **Ethos:**

We believe in:

- **promoting equality and diversity**
- **being passionate about our work**
- **continual improvement**
- **high achievement**
- **listening and acting on feedback**
- **sustainability**
- **community and social value**
- **promoting health and safety**
- **innovation**

# Strategic Priorities

## **Priority 1: We aim to have satisfied students**

We will:

- 1.1 Promote equality, diversity and fairness in all our activities
- 1.2 Deliver high attainment rates
- 1.3 Provide high-quality learning experiences
- 1.4 Be creative and innovative in our approaches
- 1.5 Continue to pursue growth

## **Priority 2: We aim to deliver effective skills training**

We will:

- 2.1 Offer courses that are destination-driven
- 2.2 Engage with employers at local and national level
- 2.3 Nurture strong links with New College Lanarkshire
- 2.4 Develop productive partnerships with volunteering agencies and community groups
- 2.5 Align outcomes in operational plans with Government, Funding Council and other public bodies' agendas for skills' delivery and training
- 2.6 Continue to have strong links with South Lanarkshire Council and contribute to targets in its single outcome agreement
- 2.7 Build on existing strong links with universities and other colleges for student progression

## **Priority 3: We aim to promote sustainable behaviours**

We will:

- 3.1 Promote environmental sustainability
- 3.2 Provide opportunities for staff to develop themselves through professional learning
- 3.3 Deliver financial sustainability
- 3.4 Promote sound governance
- 3.5 Manage risks effectively
- 3.6 Provide effective leadership and management throughout the organisation

# Managers Charter

To achieve the 20/20 Vision and Mission employees and students of South Lanarkshire College can expect College Managers to:

1. Provide leadership and direction to ensure that the Strategic Priorities of the college, as agreed by the Board of Management, are achieved;
2. Lead by example, be open and approachable, showing respect for the views and actions of others;
3. Treat all people equally and fairly;
4. Encourage all staff to participate in the corporate life of the college;
5. Ensure that communication is effective by keeping team members informed and encouraging all staff to participate in open discussions;
6. Empower all staff to achieve their maximum potential through appropriate support and continuing professional development;
7. Work in partnership with trade union representatives to ensure the college progresses in an appropriate and productive way to meet the needs of learners;
8. Promote a positive and dynamic image of the college;
9. Provide staff with appropriate support and feedback, enabling them to understand their responsibilities and acceptable practices;
10. Promote sustainable behaviours.