



MANCHESTER LEARNING ACADEMY

STAFF PROMOTION PROCEDURE

REVIEW DATES:-

15/01/2014

15/01/2015

Manchester Learning Academy -Staff Promotion procedure

Promotion Process for Staff

Introduction

This procedure describes the promotion processes for all staff.

The procedures set out below with regard to promotions should also be followed for In-level transfers and transfers between career paths. For example, transfers from Teacher to Head of department.

The stages of this procedure are described in detail below.

Equal Opportunities

Procedures for promotion are intended to be fair, transparent and consistent with the College Equal Opportunities Policy. The College, therefore, will ensure that staff being considered for promotion are not treated less favourably on the grounds of their gender, age, disability, race, ethnicity, religion or belief, sexual orientation, trade union membership or by the nature of their contract. Whilst decisions on promotion will be based on individual ability and performance against the usual criteria, the College will take into account effects resulting from specific individual circumstances, such as absence due to maternity, paternity, parental or adoption leave; caring commitments; or part-time or other flexible working arrangements.

Stage One: Applications for Promotion

Promotions will be decided on an annual basis. The exact dates will be emailed from the Director to all staff and outlined in meetings when appropriate.

Members of staff who wish to be considered for promotion should submit the pro-forma for Promotion to the Director with a current curriculum vitae in standard College format, full job description and an organisation chart. All cases will be considered by the Director of the College

The Head of Department will write a brief citation for each candidate, commenting specifically on the first three sections of the pro-forma completed by the candidate and assessing their achievements and contribution against the criteria set out.

It is vital that the CV should be in the standard format and the pro-formas completed in full, with all comments added, before the Director receives the documentation.

Manchester Learning Academy -Staff Promotion Procedure

Name
College Position
Start date in organisation
Contact email
Role applying for
Reason for application

Please attach CV, Relevant qualifications and any supporting documents you feel appropriate and forward to the Director.

Name/ signature _____

Date of submission _____

Manchester Learning Academy -Staff Promotion Consideration Form.

Name
College Position
Start date in organisation
Contact email
Role applying for
Reason for application

Please attach CV, Relevant qualifications and any supporting documents you feel appropriate and forward to the Director.

Name/
signature_____

Date of submission_____

Manchester Learning Academy - Staff Development activity

Name
Role
Supervisor
Staff Development request
Reason for request
Feedback to Staff member
Action
Signature of Staff
Date
Signature of decision maker
Date

Manchester Learning Academy – Staff Development Activities