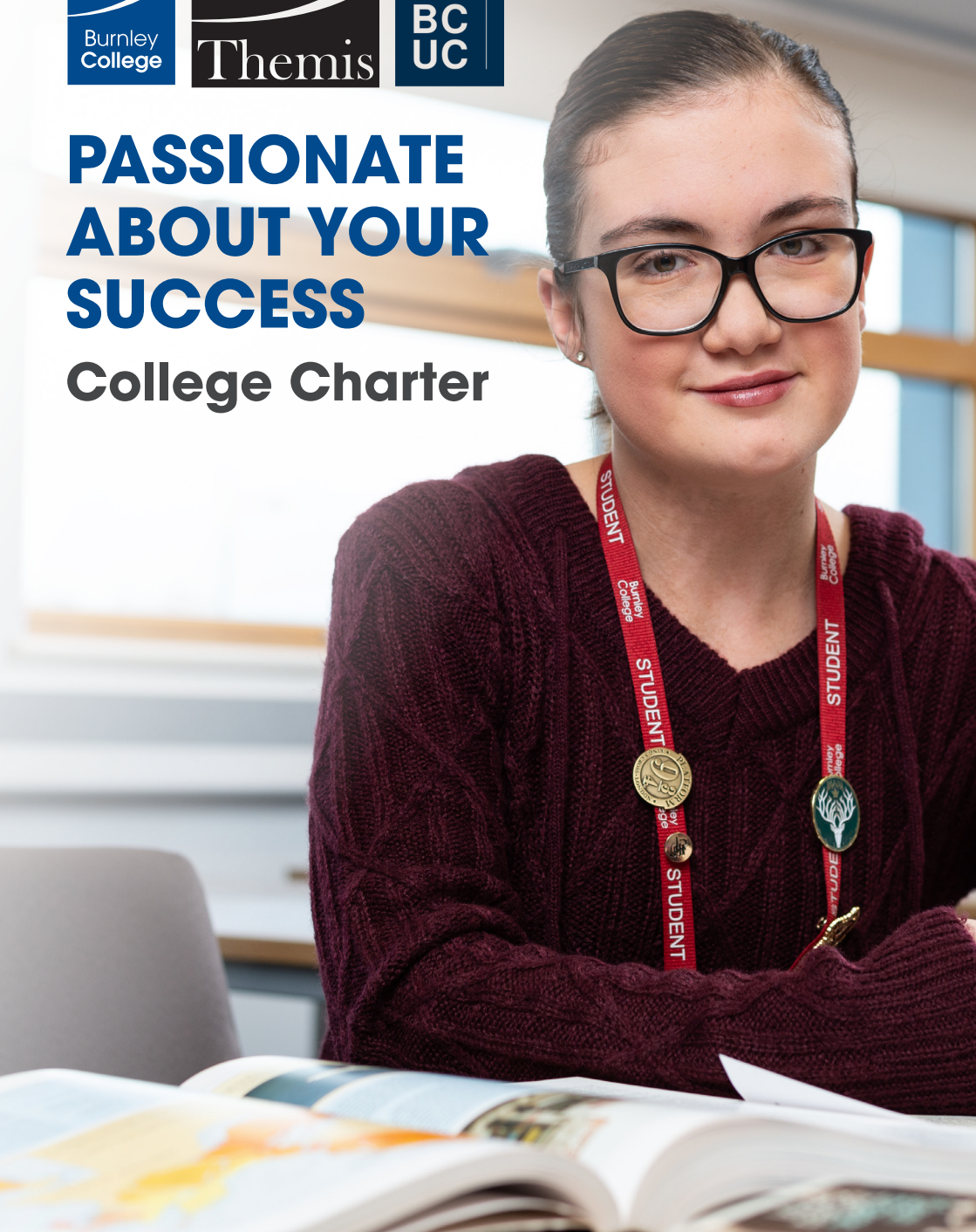




PASSIONATE ABOUT YOUR SUCCESS

College Charter



**Our students
achieve beyond
their potential in
every aspect of
their College life.**



College Charter

I value:

- Achievement and aspiration
- Equality and diversity
- Fairness and consistency
- Innovation and efficiency
- Loyalty
- Mutual support
- Openness and honesty
- Rigour

College Charter - Guidelines

1. I will promote a culture of achievement by:

1. Ensuring that roles and responsibilities are clear
2. Recognising and celebrating excellent performance
3. Actively addressing marginal performance
4. Recognising when someone needs help and taking positive action
5. Recognising and acknowledging best practice by sharing and adopting it
6. Actively promoting the College's Student Code of Conduct
7. Actively supporting celebration events and seeking national recognition

2. I will ensure effective communication by:

1. Responding to all communications within acceptable timescales
2. Encouraging colleagues to express their opinions responsibly
3. Continuously seeking ways to improve communication
4. Being open, honest and supportive in our dealings with others
5. Inviting feedback and respecting other people's views
6. Actively seeking and sharing information
7. Using clear language

3. I will promote collaboration by:

1. Acknowledging and respecting the roles and responsibilities of others
2. Recognising and utilising the skills and resources of all colleagues
3. Sharing responsibility for the success of our teams
4. Valuing and supporting all our colleagues
5. Dealing with issues promptly and effectively

4. I will represent the College professionally by:

1. Ensuring appropriate dress and appearance for the occasion
2. Being prepared and punctual
3. Fulfilling our responsibilities conscientiously
4. Understanding the wider issues affecting the College as a whole
5. Presenting and promoting College in a positive way
6. Being courteous to everyone

5. I will apply rigorous standards to support continuous improvement in performance by:

1. Acknowledging our own needs for training and development and taking an active part in staff development and training opportunities
2. Having the highest expectations for everyone and inspiring them to reach their full potential
3. Measuring our performance against appropriate benchmarks as a basis for continuous improvement
4. Actively supporting innovation and change
5. Taking an active and positive part in the appraisal process

6. I will actively support College strategies by:

1. Taking an active part in consultation
2. Implementing and applying strategies and policies consistently
3. Ensuring resources are maintained and accessible in accordance with College procedures

7. I will promote our positive culture by:

1. Managing negativity both in ourselves and others
2. Leading through example by adopting a positive approach
3. Supporting others when they challenge negative behaviour
4. Maintaining a 'no blame' culture

8. I will maintain efficiency while promoting innovation and sustainability by:

1. Managing time effectively
2. Ensuring a consistent approach and sharing best practice
3. Maximising the use of technology and available resources in a sustainable manner
4. Being committed to sustainable practices that support the environment

9. I will respect diversity and promote equality and cohesion by:

1. Developing an awareness and understanding of all sectors of the community relevant to the College
2. Valuing all individuals equally within a safe environment
3. Removing barriers where they exist
4. Making reasonable adjustments to ensure everyone receives appropriate support
5. Ensuring that all our representations, activities and services fully reflect a diverse society

10. In committing to the College Charter, we will work together to ensure that Burnley College continues to build futures and change lives.

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