



Introduction to City College Norwich's Ways of Working

As a member of staff of the college, you will be expected to work in-line with the college's Ways of Working, which current students and staff strive to put into practice each day.

To help you become familiar to our Ways of Working, we have put together this leaflet to aid your understanding of what is expected of you prior to you becoming part of the team.

Concerned? Don't be. Our Ways of Working are embedded into the College Strategy and they have become a common language between staff and students alike.

As a new member of staff, your interpretation of our Ways of Working is important. This leaflet provides examples of our Ways of Working and 'yes to' behaviours that have been agreed by current staff; we look forward to receiving your contribution.

What to expect?

Staff have explored what each of the Ways of Working means to them and they have agreed 'yes to' and 'no to' behaviours within their teams. Upon completion of this initial activity each member of staff receives a set of Ways of Working commitment cards, one of which they choose to focus on each week and wear alongside their staff ID badge.

At set points in the academic year, your line manager will arrange a workshop where your whole team will come together to review your team's understanding of the Ways of Working and agree 'yes to' and 'no to' behaviours. You will also be appraised against our Ways of Working on an annual basis.

In preparation

You may wish to reflect on the definitions of our Ways of Working in preparation for completing the above mentioned activity. During your local induction, your line manager will give you examples of the 'yes to' and 'no to' behaviours that have already been implemented within your team. You will then be able to add your valuable contribution to these at the next team workshop and qualify for your own set of Ways of Working commitment cards.



A guide to our

Ways of Working for staff

Kind and Curious



Open and Informative



Respectful and Fair



Collaborative and Inclusive



Consistent and Responsible



Our Ways of Working

Kind and Curious

An example of 'yes to' behaviour:
“Be kind and considerate to all and eager to learn”



Respectful and Fair

An example of 'yes to' behaviour:
“Acknowledge everyone’s value”

Open and Informative

An example of 'yes to' behaviour:
“Use of two way, constructive communication”

Collaborative and Inclusive

An example of 'yes to' behaviour:
“Share best practices with colleagues and seek advice when needed”



Consistent and Responsible

An example of 'yes to' behaviour:
“Give your full attention and enthusiasm on every project / task”