



## Capability Procedure for Staff

### Introduction

For the purpose of this document the term capability is used to refer to the competence of any member of staff according to their ability in fulfilling the roles and responsibilities as outlined in their job description.

At ISE Brighton we operate an appraisal system which has been designed to support teachers and offer them guidance in good practice and development in areas signposted for improvement. However, if there are concerns about a teacher's performance and it has not been possible to resolve these through the appraisal process, the following capability procedure will be implemented.

The following should be noted before commencing:

**A capability procedure** is focussed more on the employees' **ability** in completing all the tasks required in their job as outlined in their job description.

**A disciplinary procedure** is more concerned with the **willingness** of the employee to carry out their tasks as outlined in their job description diligently; or a measure that may be brought if a misconduct breach is identified.

Good management, clear and consistent expectations, and appropriate support can be expected from your line manager while weakness in performance is being addressed. This document provides guidance for carrying out the necessary steps to ensure everything has been done to support a teacher in their role before they may ultimately be deemed no longer fit for work.

The aim of this procedure is to improve a member of staff's professional performance. If an acceptable standard of performance had been achieved during the further monitoring and review period, the capability procedure will end and the appraisal process will re-start. If performance remains unsatisfactory the process will continue and may ultimately lead to a termination of contract.

### Roles and Responsibilities

#### Capability procedure for Teachers:

The responsibility for determining the professional performance of a teacher will rest upon the Director of Studies (DoS) through regular observations and the appraisal system. Through liaison with the Managing Director, the decision can be made to implement a support programme according to individual needs.

#### Capability procedure for the Director of Studies (DoS) and ADoS:

The responsibility for determining their professional performance will rest upon the Managing Director and the implementation and overseeing of the capability procedure shall be carried out according to the individual needs of the DoS/ ADoS.



## Procedure

If action points agreed upon in an observation feedback or at an appraisal meeting have not been met within stated timeframes and said points are deemed by the DoS/ADoS to be having a negative effect on a student or students learning, a transition meeting will take place. The aim of this meeting will be to review weakness in performance and decide whether the appraisal process should cease and the capability procedure should commence.

Present at the transition meeting should be the employee, their line manager (DoS) and Managing Director.

If it is decided to commence with the capability procedure then the following should be discussed and agreed:

- Identify shortcomings
- Provide clear guidance on the standard of performance expected
- Set objectives for improvement
- Explain what support is available
- Set out an appropriate timetable for improvement (usually 1 to 2 weeks)
- Explain how performance will be monitored
- Explanation offered by DoS to the teacher that failure of recognised improvement may result in a termination of contract.