



Teachers' Capability Procedure

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Note: Where the policy references Local Academy Board (LAB), this also includes Strategic Task Groups, where these form the main governance structure of the academy.

1. Purpose

- 1.1 This procedure has been adopted for use in managing serious concerns over the performance of a teacher, or the Headteacher, employed within the Diocese of Hereford Multi-Academy Trust ("Trust"). Its aim is to help the teacher, or Headteacher, to improve their performance in order to achieve the professional standards expected of them and to also ensure fairness and consistency to those subject to action considered as necessary to address unsatisfactory performance.
- 1.2 The procedure does not deal with misconduct, which may be defined as an act or omission which is considered to be unacceptable professional behaviour, or capability which is related to ill health.
- 1.3 The procedure has been drawn up to ensure compliance with the statutory ACAS Code of Practice on Disciplinary and Grievance Procedures, the School Staffing (England) Regulations 2009, relevant regulations relating to school governance, and the latest guidance issued by the Department for Education (DfE).

2. Application of the procedure

- 2.1. The procedure covers all teaching staff employed by the school other than those subject to the statutory induction period for newly qualified teachers, and any teacher employed on a supply teaching basis where no guarantee of further employment has been given.
- 2.2. The Board of Directors are committed to ensuring that the capability procedure will be applied fairly and consistently and in a non-discriminatory way, i.e. regardless of:
 - Race
 - Gender
 - Sexual orientation
 - Disability
 - Religion and belief

- Age
- Marital/partnership status
- Contract type
- Trade union membership.

3. Implementation of the procedure

- 3.1 The Trust Appraisal Policy establishes that teaching staff, including the Headteacher, are subject to assessment of performance against objectives set and the professional standards relevant to their role within the school.
- 3.2. Where there is evidence from appraisal records, or other relevant sources, that a teacher fails consistently to meet the relevant standards, the Headteacher, will having given the teacher five working days' written notice, meet with the teacher in order to consider the evidence. The teacher has a right to be accompanied by a colleague, or a professional association/trade union representative. The Headteacher will identify the concerns and will allow the teacher opportunity to comment on the evidence and offer any explanation why their performance may be unsatisfactory.
- 3.3. Where the Headteacher is of the view that any concerns can continue to be addressed through the Appraisal Policy this will be confirmed. Where, however, the Headteacher judges that there are serious concerns for which support to achieve improvement should be provided through implementation of this capability procedure, they will determine that the appraisal process will be suspended and that the teacher's performance will be managed under the "Management Action" section below. Pay progression decisions are also suspended at this point.
- 3.4. It would be good practice for a teacher (or Headteacher) to contact their **Trade union or professional association representative** for appropriate advice.
- 3.5. Where the concerns relate to the performance of the Headteacher, it will be for the Chair of the Local Academy board (LAB) to meet with the Headteacher and make a decision on the requirement to implement action under the "Management Action" section below.
- 3.6. Prior to any action the Headteacher/Chair of the LAB will take advice from HR. If capability action is being considered with regards to a Headteacher, the Chair of the LAB must inform the CEO of the Trust.
- 3.7. A Trust representative designated by the CEO, must be present at all meetings.

Management Action: Monitoring and Support

- 4.1. Where the Headteacher (or Chair of the LAB) following the meeting determines that serious concerns over the teacher's (or Headteacher's) performance will be addressed through the implementation of this stage of the capability procedure, they shall promptly confirm this in writing setting out:
 - (a) the specific nature of the concerns;
 - (b) relevant targets for action with success criteria;
 - (c) the evidence that will be used to assess improvements;
 - (d) the arrangements for providing advice and support; e.g. observation of more experienced colleagues, visits to other schools, coaching, training etc.
 - (e) the arrangements for the monitoring of performance and feedback, including lesson observations, review of other evidence etc.
 - (f) the period over which performance will be monitored and reviewed;
 - (g) that at the end of the review period the Headteacher (or Chair of the LAB) will consider the evidence to determine whether satisfactory improvement has been made or whether further action under this capability procedure will be necessary.
- 4.2 The review period set by the Headteacher (or Chair of the LAB) will be sufficient to allow reasonable time for improvement but will be no less than 6 weeks and no more than 10 weeks.
- 4.3. Advice and support over the review period may be provided both from within and beyond the school.
- 4.4 Where the Headteacher (or Chair of the LAB) judges that there is clear evidence of the teacher (or Headteacher) having achieved the targets set and having made satisfactory progress, they will meet with the teacher (or Headteacher) to confirm their judgement and that the management of performance under the capability procedure will cease. The decision will be promptly confirmed in writing and the teacher's (or Headteacher's) performance will then resume being subject to normal assessment under the school's Appraisal Policy.

- 4.5 Where the Headteacher's (or Chair of the LAB) judgement on the evidence, is that it is not clear that the teacher (or Headteacher) has made satisfactory progress and has achieved the targets set, they will require the teacher's performance to be considered at a formal capability meeting in accordance with the section below. In exceptional circumstances the management action period may be extended by no more than 4 weeks.
- 4.6 If during the review period set more serious concerns arise, or if the teacher (or Headteacher) fails to engage in the process, the Headteacher (or Chair of LAB) may determine that a formal capability meeting will be held in accordance with the section below.
- 4.7 Notes will be taken of management actions meetings and a copy promptly sent to the member of staff.

5. Formal capability meeting

- 5.1. The teacher (or Headteacher) will be given at least five working days' notice in writing of a formal capability meeting. The notification will contain:
- a) sufficient information about the performance concerns and the possible consequences to enable the teacher (or Headteacher) to prepare to answer the case at a formal capability meeting;
 - b) copies of any written evidence;
 - c) the details of the time and place of the meeting;
 - d) confirmation of the right to be accompanied by a professional association/trade union representative or colleague.
- 5.2. HR will be present to provide procedural advice to the Headteacher or Chair of the LAB (where the Headteacher's performance is under consideration).
- 5.3. This meeting is intended to establish the facts. It will be conducted by the Headteacher or the Chair of the LAB (for Headteacher capability meetings). The meeting allows the teacher or Headteacher, accompanied as above if they wish, to respond to concerns about their performance and to make any relevant representations. This may provide new information or a different context to the information/evidence already collected. A Trust designated representative must be present for Headteachers capability meetings.

- 5.4. This meeting will be conducted as follows:
- a) The Headteacher (or Chair of the LAB for Headteacher capability) will confirm the status and purpose of the meeting and will set out the grounds for concern by reference to the evidence derived from an assessment of performance under the management action stage of the procedure.
 - b) The teacher (or Headteacher for Headteacher capability) together with their representative may ask questions of the Headteacher (or Chair of the LAB).
 - c) The teacher (or Headteacher) or his/her representative may provide oral and/or written representations in response to the evidence under consideration.
 - d) The Headteacher (or Chair of the LAB) may ask questions of the teacher (or Headteacher) and their representative.
 - e) The Headteacher (or Chair of the LAB) will ask the parties present whether there are any final points they wish to be taken into consideration.
- 5.5. Where the responsibility for the monitoring of performance under the management action stage of this procedure was delegated to another individual (e.g. senior member of staff, appointed adviser), they will attend the meeting to make the presentation of evidence and in order to provide any clarification over the evidence under consideration. The process at paragraph 5.4(a) to (e) above will be expanded, so as to allow for their presentation of evidence and questioning by the parties present.
- 5.6. The Headteacher (or Chair of the LAB) conducting the meeting may conclude that it would not be helpful to continue under the capability procedure and that it would be more appropriate to continue to address any remaining concerns through the appraisal process. In such cases, the capability procedure will be brought to an end.
- 5.7. The Headteacher (or Chair of the Local LAB) conducting the meeting may also adjourn the meeting, for example if they decide that further investigation is needed or that more time is needed in which to consider any additional information.

- 5.8. Where at the conclusion of the formal capability meeting the Headteacher (or Chair of the LAB) considers that there are grounds for the teacher's (or Headteacher's) performance to be managed under the formal stage of the capability procedure, they will in writing within 5 working days:
- (a) issue the teacher (or Headteacher) a formal warning or, exceptionally in very serious cases, a final written warning; and
 - (b) identify the professional shortcomings, for example which of the standards expected of teachers (or Headteachers) are not being met; and
 - (c) give clear guidance on the improved standard of performance needed to ensure that the teacher can be removed from formal capability procedures (which guidance should be set out in an action plan (see Annex 1) which must include the setting of new objectives focused on the specific weaknesses that need to be addressed, and any success criteria that might be appropriate and the evidence that will be used to assess whether or not the necessary improvement has been made); and
 - (d) explain the support that will be available to help the teacher improve their performance;
 - (e) set out the timetable for improvement; and
 - (f) explain how performance will be monitored and reviewed (which could include the involvement of an External Adviser); and
 - (g) warn the teacher formally that failure to improve within the set period could lead to dismissal.
- 5.9 The timetable for improvement will depend on the circumstances of the individual case. It will be reasonable and proportionate providing sufficient opportunity for improvement to take place. The timetable will be no less than 6 weeks and no more than 10 weeks.
- 5.10 Notes will be taken of formal capability meetings and a copy promptly sent to the member of staff.
- 5.11 Where a warning is issued, the teacher will be informed in writing of the matters covered in paragraph 5.9 and given information about the timing and handling of the review stage and the procedure and time limits for appealing against the warning.

5.12 During the period of formal capability, decisions related to pay progression will be suspended.

6. Monitoring and review period following a formal capability meeting

6.1 A performance monitoring and review period will follow the formal capability meeting in accordance with the timescale set out at 5.10. Formal monitoring, evaluation, guidance and support will continue during this period and will be reflected in the action plan (see Annex 1). At the end of the review period the member of staff will be invited to a formal review meeting unless they were issued with a final written warning, in which case they will be invited to a decision meeting (see paragraph 8 below).

7. Formal review meeting

7.1 As with formal capability meetings, at least five working days' notice of the review meeting will be given and the notification will give details of the time and place of the meeting and will advise the teacher of their right to be accompanied by a colleague or a professional association/Trade Union representative.

7.2. HR will be present to provide procedural advice to either the Headteacher or Chair of the LAB.

7.3 Any external adviser who has been monitoring and evaluating performance may also be in attendance.

7.4. This meeting will be conducted in accordance with the procedure set out at Annex 2.

7.5 If the Headteacher (or Chair of the LAB) conducting the meeting is satisfied that:

- a) the teacher (or Headteacher) has made sufficient improvement, the capability procedure will cease and the appraisal process will re-start; or
- b) If some - but not sufficient - improvement has been made and the Headteacher/ Chair of the LAB is confident that more is likely, the first monitoring and review period may be extended; or
- c) If no, or almost no improvement has been made during the first monitoring and review period, the teacher (or Headteacher) will receive a final written warning.

7.6 Notes will be taken of the formal review meeting and a copy promptly sent to the member of staff.

- 7.7 Any final written warning will mirror any previous warnings that have been issued.
- 7.8 Where a final warning is issued, the member of staff will be informed in writing that failure to achieve an acceptable standard of performance (within the set timescale), may result in dismissal and give information about the handling of the second monitoring and review period and the procedure and time limits for appealing against the final warning.
- 7.9 At the end of the second monitoring and review period the teacher will be invited to a decision meeting.
- 7.10 When a final written warning is issued, careful consideration will be given to the timetable set for improvement which will depend on the circumstances of the individual case. It may be considered appropriate for the timetable to be a shorter period than that set following the issue of a formal written warning. The CEO must be made aware of the final written warning.

8. Decision meeting

- 8.1. As with formal capability meetings and formal review meetings, at least five working days' notice will be given and the notification will give details of the time and place of the meeting and will advise the teacher of their right to be accompanied.
- 8.2. HR will be present to provide procedural advice to either the Headteacher or Chair of the LAB. Also any external adviser who has been monitoring and evaluating performance may attend the meeting.
- 8.3. The meeting will be conducted in accordance with Annex 2.
- 8.4. If an acceptable standard of performance has been achieved during the second monitoring and review period, the capability procedure will end and the appraisal process will re-start.
- 8.5 If performance remains unsatisfactory, the Headteacher (or Chair of the LAB) will suspend the teacher (or Headteacher) and refer the matter to the Staff Dismissal Committee with a recommendation that the teacher (or Headteacher) be dismissed.
- 8.6 The Headteacher (or Chair of the LAB) will confirm the decision to refer the matter to the Staff Dismissal Committee and the reasons in writing.

9. Decision to dismiss

- 9.1 As soon as practicable a meeting of the Staff Dismissal Committee will be convened, giving all parties at least ten working days' notice, in writing. The Committee will consist of two members of the LAB (normally the Vice Chair), and Chief Operating Officer of the Trust, for teaching staff. For Headteachers the Committee will be half LAB members and the CEO.
- 9.2 HR will be present to provide procedural advice to the Committee.
- 9.3 The meeting will be normally held within working hours.
- 9.4 The procedure to be followed will be in accordance with Annex 4. The teacher (or Headteacher) may be accompanied by a professional association/trade union representative or colleague at the meeting.
- 9.5 The Committee will decide whether:
 - a) the teacher's (or Headteacher's) performance is unsatisfactory; and
 - b) whether the capability procedure has to date been applied correctly.
- 9.6 The decision of the Staff Dismissal Committee will wherever possible be communicated verbally at the end of the meeting.
- 9.7 Any decision of the Committee must be confirmed by the Chair of the Committee in a letter promptly sent to the member of staff, and in the case of dismissal, must state the reasons for the dismissal and right of appeal.
- 9.8 The teacher (or Headteacher) must then receive confirmation of dismissal in accordance with their contractual notice. The teacher (or Headteacher) will not be required to work their notice period.
- 9.9 If the Staff Dismissal Committee decide not to dismiss, the Chair of the Committee will write to the teacher confirming their decision and, if appropriate, that the Capability Procedure will end and that the Appraisal process will restart.

10. Appeals

- 10.1 If a teacher or Headteacher feels that a decision to dismiss them, or other formal action taken against them under the capability procedure, is wrong or unjust, they may appeal in writing against the decision within five working days of the decision, setting out at the same time the grounds for appeal. The letter must be addressed to the CEO of the Trust, for teachers. Headteachers must write to the Chair of the Trust Board.
- 10.2 Appeals will be heard without unreasonable delay and, where possible, at an agreed time and place.
- 10.3 The same arrangements for notification and right to be accompanied will apply as with formal capability and review meetings.
- 10.4 As with other formal meetings, notes will be taken and a copy sent to the teacher (or Headteacher).
- 10.5 The appeal will be dealt with by an Appeal's Committee made up of two members of the LAB, and three members of the Trust Board of Directors (including the CEO for teachers), none of whom have been party to the decision against which the appeal has been made.
- 10.6 The procedure to be followed at the appeal hearing will be in accordance with Annex 3 attached where it is an appeal against action short of dismissal. The procedure to be followed for an appeal against dismissal will be in accordance with Annex 4 attached. The teacher (or Headteacher) will be informed in writing of the results of the appeal hearing as soon as possible.

11. Other Considerations

11.1 Role of the LAB during the Capability Procedure

- 11.1.1 Members of the LAB should at all times remain mindful of the need not to prejudice their position in formal proceedings. To safeguard LAB member's impartiality, it is essential that any information provided by the Headteacher to LAB members about members of staff under the capability procedure is strictly controlled and provided on a need to know basis only. Whilst in reporting to LAB members it may be judged necessary to specify the name of an individual member of staff, detailed information should not be given, nor should discussion ensue, on the matters of concern. Any such report by the Headteacher should be recorded as a confidential item in the minutes.

- 11.1.2 On applying these procedures the Headteacher will have made professional judgements, taking advice as appropriate, as the lead professional within the school. LAB members serving on the relevant Committees must consider whether the action taken by the Headteacher is reasonable and whether these procedures have been correctly applied.

11.2. Written Records and Removal of Warnings

- 11.2.1 Written records relating to action under these procedures must be maintained and held confidentially on file. This includes records of meetings and decisions as well as documents relating to evidence presented. Such records remain 'live' whilst this procedure is in progress.
- 11.2.2 Where in the light of performance improving to a satisfactory level, and there being confidence that this can be maintained, a decision is taken by the Headteacher or Chair of LAB (for Headteacher capability) to bring capability procedures to a close, records will remain 'live' on a member of staff's personal file for a further specified period as follows:
- (a) following the issue of a formal warning for a period equivalent to three school terms; (1 year)
 - (b) following the issue of a final warning for a period equivalent to up to six school terms (2 years).
- 11.2.3 Where at the end of the periods specified above the Headteacher or Chair of LAB makes a decision that satisfactory performance has been sustained, the previous action or warning will be disregarded for the purpose of any further action, which may subsequently arise under these procedures and that decision will be confirmed in writing to the teacher (or Headteacher) and a copy of the letter will be held on their personal file.
- 11.2.4 Where during the periods specified above further concerns about the teacher's or Headteacher's performance result in the need for a further capability meeting, then any unexpired previous warning may be taken into consideration when determining any further warning and the timetable set for improvement under this procedure.

11.3 Staff Absent through Illness during the Procedure

- 11.3.1 Cases of absence triggered by action under these procedures and which the Headteacher or Chair of LAB believes may be long term, should after no less than 4 weeks' absence be referred to an Occupational Health Adviser for assessment of whether the member of staff is fit for continued employment and the appropriateness, or otherwise, of continuing with monitoring or formal procedures.
- 11.3.2 In some cases, it may be appropriate for monitoring and/or formal procedures to continue during a period of sickness absence.
- 11.3.3 Advice should be sought from HR prior to any decision to proceed with a meeting required under these procedures in the absence of the member of staff concerned.
- 11.3.4 Where a member of staff is diagnosed as having a medical condition which is covered under the Equality Act, then consideration will be given, including at the point of any action under this procedure, to 'reasonable adjustments' which may enable him/her to achieve the satisfactory performance of his/her duties and responsibilities.

11.4 Grievance

- 11.4.1 A member of staff may raise a grievance about the behaviour of the Headteacher (or Chair of LAB) during the course of this procedure.
- 11.4.2 Where this relates to the management of the procedure or the exercise of a role within the operation of the procedure, and depending on the circumstances, it may be appropriate to suspend the procedure whilst the grievance is considered. Such a delay should only however, be considered where there is prima facie evidence that the member of staff has grounds for a grievance. It should also be considered whether there is an option to continue the capability procedure through responsibility being transferred to another senior member of staff, or member of the LAB.
- 11.4.3 If appropriate, the capability and grievance case may be dealt with concurrently, and the capability process may continue within the same timescale.

11.5 Confidentiality

- 11.5.1 The capability process will be treated with confidentiality. However, the desire for confidentiality does not override the need for the Headteacher, LAB and Board of Directors to quality-assure the operation and effectiveness of the capability system. Capability documentation should be regarded as a confidential document, other than for the purpose of quality assurance.

Review: This policy will be reviewed every 3 years unless there are any legislative changes.

Updates: Rebrand – Change Trust name – September 2019

STRICTLY CONFIDENTIAL

CAPABILITY PROCEDURE - ACTION PLAN (TEMPLATE)

EMPLOYEE

POSITION

ASSESSMENT PERIOD

Standards requiring improvement and objectives set

Indicator(s) of required improvement and achievement of objectives

Arrangements for monitoring and review and person responsible

Means of support for the achievement of improvement/objectives

(The person(s) responsible for the provision of support should be indicated)

Signed: (Employee)

Signed: (Headteacher)

Date:

PROCEDURE AT FORMAL CAPABILITY REVIEW/DECISION MEETINGS

The procedure set out below will be followed where a formal capability review/decision meeting is called.

HR adviser will normally attend the meeting to provide procedural advice.

The person responsible for the monitoring of the teacher's (or Headteacher's) performance during the review period will be present at the meeting.

Witnesses will not normally be called although documentary evidence presented at the meeting will give sufficient detail of information provided by other parties which is relevant to the proceedings.

- (a) The Headteacher will introduce the parties present and confirm the status and purpose of the meeting.
- b) The Headteacher will present the findings from the review period supported by the Adviser/person responsible for the monitoring of the teacher's performance.
- c) The teacher together with their representative may ask questions of the Headteacher and the Adviser/person responsible for the monitoring undertaken.
- d) The teacher or their representative may provide an oral and/or written statement in response to the evidence presented.
- e) The Headteacher may ask questions of the teacher and their representative.
- f) The Headteacher will ask the parties present whether there are any final points they wish to be taken into consideration.

Where within (a) to (f) above it is the performance of the Headteacher that is under consideration then reference to the "teacher" will be the Headteacher and reference to the "Headteacher" will be the Chair of LAB

- A written record of the meeting will be made and circulated to the parties.
- Any party may call for an adjournment during the meeting will be made and circulated to the parties
- At the conclusion of the meeting the parties present, with the exception of the HR advisor providing procedural advice, will withdraw whilst the Headteacher (or Chair of LAB) deliberates.

APPEAL HEARING AGAINST FORMAL ACTION SHORT OF DISMISSAL

Where the appeal is against action by the Headteacher, or Chair of LAB (for Headteacher capability) short of dismissal, the appeal will be heard by an Appeal's Committee with formally delegated responsibility to hear such an appeal.

Under this procedure the Committee has the power to confirm or vary any decision of the Headteacher or Chair of LAB, taking into account any advice from HR, at their meeting.

If varying the decision, the Committee will determine what action is to be taken under the provisions of the procedure. Their decision is final.

At the appeal meeting:

1. The Chair will introduce those present, confirm the purpose of the meeting and process to be followed and confirm that either side may request an adjournment at any stage of the proceedings.
2. The teacher, or their representative, will be asked to present the grounds for the appeal (calling such witnesses as may be necessary).
3. The Headteacher may ask questions of the witnesses (where called), and the teacher.
4. The teacher or their representative may re-examine the witnesses (where called).
5. The Headteacher will present the case (calling any witnesses as may be necessary).
6. The teacher, or their representative, may ask questions of the witnesses (where called) and the Headteacher.
7. The Headteacher may re-examine the witnesses (where called).
8. Members of the Committee may ask questions of the parties or witnesses at any stage but will seek to confine questioning until after questioning of witnesses by the parties is completed.
9. The Headteacher will be invited to sum up the case.
10. The teacher, or their representative, will be invited to sum up the case.

11. At the conclusion of the hearing the parties and any other persons present, with the exception of the HR advisor providing advice, shall withdraw whilst the Committee deliberates.

- A written record of the meeting will be made and circulated to the parties.
- The Chair of the Committee may during the proceedings above recall witnesses or call for further evidence on specific points but if it becomes necessary to act in this way following the apparent conclusion of the hearing (i.e. at clause 5 (k) above then) both parties must be recalled.
- Either party may present documentary evidence, copies of which shall be served upon the other party at least five working days in advance of the hearing date.
- Witnesses (other than the teacher) shall only be present whilst giving evidence unless the Chair of the Committee directs otherwise.
- Any party may call for an adjournment during proceedings.
- Whenever possible a room will be provided for the employee and his/her representative for use outside of the hearing.

Where within clause 2 above the appeal has been made by the Headteacher then reference to the “teacher” will be the Headteacher and reference to the “Headteacher” will be the Chair of LAB

STAFF DISMISSAL COMMITTEE

STAFF DISMISSAL APPEAL COMMITTEE

(This procedure applies to meetings of either Committee)

The following procedure will be used where a recommendation for a member of staff's dismissal has been made following a decision meeting held under the capability procedure. It will also be used for any appeal against a decision to dismiss a member of staff following operation of the capability procedure. In either case an HR will normally attend the meeting to provide procedural advice.

1. The Chair will introduce those present, confirm the purpose of the meeting and process to be followed and confirm that either side may request an adjournment at any stage of the proceedings.
2. The Headteacher will be invited to present the case (calling such witnesses as may be necessary).
3. The teacher, or their representative, may ask questions of the witnesses (where called) and of the Headteacher.
4. The Headteacher may re-examine the witnesses (where called).
5. The teacher, or his/her representative, will be invited to present the case (calling such witnesses as may be necessary).
6. The Headteacher may ask questions of the witnesses (where called), and the teacher.
7. The teacher, or their representative, may re-examine the witnesses (where called).
8. Members of the Committee may ask questions of the parties or witnesses at any stage but will seek to confine questioning until after questioning of witnesses is completed and prior to re-examination of the parties.
9. The Headteacher will be invited to sum up the case.
10. The teacher, or their representative, will be invited to sum up the case.

11. At the conclusion of the hearing the parties and any other persons present with the exception of HR, shall withdraw whilst the Committee deliberates.
- A written record of the meeting will be made and circulated to the parties.
 - The Chair of the Committee may during the process above recall witnesses or call for further evidence on specific points but if it becomes necessary to act in this way following the apparent conclusion of the hearing (i.e. at 11. above) then both parties must be recalled.
 - Either party may present documentary evidence, copies of which shall be served upon the other party at least five working days in advance of the hearing date.
 - The teacher (or Headteacher), in addition to his/her representative or friend who may present his/her case, may be accompanied by one other assistant who takes no active part in the proceedings.
 - Witnesses (other than the teacher) shall only be present whilst giving evidence unless the Chair of the Committee directs otherwise.
 - Any party may call for an adjournment during proceedings.
 - Whenever possible a room will be provided for the employee and his/her representative for use outside of the hearing.

Where within clause 2 it is the dismissal of the Headteacher that is under consideration then reference to the “teacher” will be the Headteacher and reference to the “Headteacher” will be the Chair of LAB

CAPABILITY PROCEDURE- ACTION PLAN (TEMPLATE)

EMPLOYEE _____ **POSITION** _____ **ASSESSMENT PERIOD** _____

Standards requiring improvement and objectives set	Indicator(s) of required improvement and achievement of objectives	Arrangements for monitoring and review and person responsible (indicate where possible dates for observations and other monitoring)	Means of support for the achievement of the improvements/objectives (indicate any persons responsible for the provision of support)

Signed **(Employee)** **Signed** **(Headteacher)** **Date**