



## **Staff Appraisal and Capability Policy**

Originator: Ian Graham-Wells

June 2020



## MARSHFIELDS SCHOOL STAFF APPRAISAL AND CAPABILITY POLICY

### 1. DEFINITIONS

- 1.1 The term “Headteacher” also refers, where appropriate, to any other title used to identify the Headteacher.
- 1.2 The term “employee” refers to any member of the School staff employed to work solely within the School.
- 1.3 The term “senior leader” refers to any member of the Leadership Group, as defined by the School Teachers’ Pay and Conditions Document, or a senior support employee in cases involving support staff, delegated by the Headteacher to deal with an appraisal and/or capability matter under these procedures. A senior leader may only decide to issue a sanction up to and including a final written warning.
- 1.4 If the Headteacher, following consultation with the Chair of Governors, considers that there is no senior leader to whom they can reasonably delegate a specific capability matter then the Headteacher will take the role of the senior leader for that specific case and the role of the “Headteacher” under this procedure will be performed by a “Disciplinary Committee” of the School Governing Body consisting of not less than 3 governors, (except in circumstances provided for in the Secretary of State’s guidance on the Staffing Regulations), none of whom will have had previous involvement in the case.
- 1.5 The role of the Headteacher will be taken by appropriate governors as indicated where the appraisal and or capability being reviewed is that of Headteacher.
- 1.6 “Lack of capability” is defined as a situation in which an employee fails consistently to perform his/her duties to a wholly satisfactory standard of performance over a period of time.

### 2. PURPOSE

- 2.1 This policy sets out the framework for a clear and consistent assessment of the overall performance of employees covered by the appraisal policy and for supporting their development within the context of the School’s plan for improving educational provision and performance, and the standards expected of employees in their respective roles. It also sets out the arrangements that will apply when employees fall below the levels of competence that are expected of them.
- 2.2 This policy does not form part of any employee’s contract of employment and it may be amended at any time following consultation. We may also vary any parts of this procedure, including any time limits, as appropriate in any case.

### 3. APPLICATION OF THE POLICY

#### 3.1 PART A: APPRAISAL

- 3.1.1 This section covers appraisal and applies to the Headteacher, to all teachers and all support staff employed by the School, except those on contracts of less than one term, those teachers undergoing induction (NQTs) and those have been transferred to Part B of the policy.
- 3.1.2 The appraisal policy at the School will be a supportive and developmental process designed to ensure that all employees have the skills and support they need to carry out their role effectively. It will help to ensure that all employees are able to continue to improve their professional/employment practice and to develop in their respective roles.

#### 3.2 THE APPRAISAL PERIOD

- 3.2.1 The appraisal period will run for twelve months from September to September for teaching staff and for support staff.
- 3.2.2 Employees who are employed on a fixed term contract of less than one year will have their performance managed in accordance with the principles underpinning this policy. The length of the review period will be determined by the duration of their contract.
- 3.2.3 Employees will not normally be dismissed for performance reasons without previous warnings. However, in serious cases of gross negligence, dismissal without previous warnings may be appropriate. There is some flexibility to have a longer or shorter appraisal period when teachers begin or end employment with a School or local authority or when teachers change post within the same authority.

#### 4. APPOINTING APPRAISERS

- 4.1 The Headteacher will be appraised by the School Governing Body, supported by a suitably skilled and/or experienced external adviser who has been appointed by the School Governing Body for that purpose.
- 4.2 The task of appraising the Headteacher, including the setting of objectives, will be delegated to a sub-group consisting two or three members of the School Governing Body.
- 4.3 The Headteacher will decide who will appraise other employees covered by the policy. This will be notified to staff annually.

#### 5. SETTING OBJECTIVES

- 5.1 The Headteacher's objectives will be set by the School Governing Body.
- 5.2 Objectives for each employee covered by the policy will be set before the start of each appraisal period or as soon as is practicable afterwards. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the employee's role and level of experience. The appraiser and employee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change.

#### 6. PAY PROGRESSION BASED ON PERFORMANCE

- 6.1 The changes in the 2014 Document meant that September 2013 was the last time when teachers on the main scale receive automatic annual increments. Pay decisions regarding increments from September 2014 must be linked to assessments of performance.
- 6.2 At Marshfields School, all staff can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the School's Pay policy.
- 6.3 Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

- 6.4 To be fair and transparent, assessments of performance will be properly rooted in evidence.
- 6.5 Data from the previous academic year, where held, will be used to determine pay progression. This will be using appraisal targets in up to four categories.

## 7. TARGET 1: QUALITY OF EDUCATION

- 7.1 This target will be set and measured on deep dive evidence which will be carried out twice annually. Feedback will be developmental. For further information on how this information will be identified please see the annexe 'Deep Dive Guidance' at the end of this document.

## 8. TARGETS 2 – 3:

- 8.1 These targets will be divided into Development Plan and Career Stage. They will be assessed using evidence provided by the teacher in their performance review and judged on a 1 – 4 basis. Evidence will be considered on a case-by-case basis with the teacher's line manager.
- 8.2 Teachers' appraisal reports will contain pay recommendations based on the analysis of this information. Final decisions about whether to accept a pay recommendation will be made by the Headteacher, having regard to the appraisal report and considering advice from the wider Senior Leadership Team. The Headteacher will consider its approach in the light of the School's budget and ensure that appropriate funding is allocated for pay progression at all levels.

## 9. OVERALL PERFORMANCE OF TEACHERS

- 9.1 Before the start of each appraisal period or as soon as is practicable afterwards, a teacher will be informed of the standards against which that teacher's performance in that appraisal period will be assessed. Each teacher will be assessed against the set of standards contained in the Department for Education document called "Teachers' Standards" and any subsequent amendment thereof.
- 9.2 The Headteacher will need to consider whether certain teachers should also be assessed against other sets of standards published by the Secretary of State that are relevant to them.

## 10. REVIEWING PERFORMANCE

### 10.1 OBSERVATION

10.1.1 This School believes that observation of classroom practice and other responsibilities is important for teachers and support staff who support teachers in the classroom. This is both as a way of assessing performance in order to identify strengths and areas for development they may have. It is also a way of gaining useful information which can inform School improvement more generally. All observations will be carried out in a supportive fashion.

10.1.2 Teachers' performance will be regularly observed but the amount and type of classroom observation will depend on the individual circumstances of the employee and the overall needs of the School. Classroom observation of teachers will be carried out by senior or middle leaders with QTS. Employees who have responsibilities outside the classroom should also expect to have their performance of those responsibilities observed and assessed.

## 10.2 SUPPORT STAFF

10.2.1 Support staff appraisal will focus on the job description of the employee and the expected standards of performance will be made clear by the appraiser.

## 10.3 LEARNING WALKS

10.3.1 In addition to formal observation, the Headteacher or other leaders with responsibility for teaching standards may take learning walks in order to evaluate the standards of teaching and to check that high standards of professional performance are established and maintained. The length and frequency of learning walk observations will vary depending on specific circumstances.

## 10.4 DEVELOPMENT AND SUPPORT

10.4.1 Appraisal is a supportive process which will be used to inform continuing professional development. The School wishes to encourage a culture in which all employees take responsibility for improving their performance through appropriate development.

10.4.2 Teachers' professional development will be linked to School development priorities and to the ongoing professional development needs and priorities of individual teachers.

## 11. FEEDBACK

- 11.1 Employees will receive constructive feedback on their performance throughout the year and as soon as is practicable after an observation has taken place or other evidence has come to light. Feedback will highlight particular areas of strength as well as any areas that need attention.
- 11.2 Where there are concerns about any aspects of the employee's performance the appraiser will meet with the employee to:
- give clear feedback about the areas of concern;
  - give the employee the opportunity to comment and discuss the concerns and establish the likely causes of poor performance and identify any training needs/support needed (for example coaching, monitoring, structured observation);
  - clarify the required standards and agree any support (e.g. coaching, mentoring, structured observations), that will be provided to help address those specific concerns; make clear how, and by when, the appraiser will review progress;
  - if it is appropriate to revise objectives, it will be necessary to allow sufficient time for improvement;
  - the amount of time will reflect the seriousness of the concerns; explain the implications and process if no, or insufficient, improvement is made.
- 11.3 When progress is reviewed, if the appraiser is satisfied that the employee has made, or is making, sufficient improvement, the appraisal process will continue as normal, with any remaining issues continuing to be addressed through that process.
- 11.4 The appraiser will keep a note of any concerns, the support given and the review judgement. A copy of this note will be given to the employee. If required, this will inform any decision on transition to the capability procedure.
- 11.5 If there are concerns about the performance of an employee a period of coaching with a support plan will be utilised to help the employee raise their performance. If performance continues to be a concern it is possible that a transition to the capability procedure may occur.

## 12. TRANSITION TO CAPABILITY

- 12.1 If the appraiser is not satisfied with progress, the employee will be notified in writing that the appraisal system will no longer apply and that his/her performance will be managed under the capability procedure. The employee will be invited to a formal capability meeting. The capability procedures will be conducted as in part B of this policy.

### 13. ANNUAL ASSESSMENT

- 13.1 The performance of each employee covered by the appraisal policy will be formally assessed in respect of each appraisal period. In assessing the performance of the Headteacher, the School Governing Body must consult the external adviser.
- 13.2 This assessment is the end point to the annual appraisal process, but performance and development priorities will be reviewed and addressed on a regular basis throughout the year in interim meetings which will take place at least once during the remainder of the appraisal period.
- 13.3 The employee will receive as soon as practicable following the end of each appraisal period and can comment in writing on a written appraisal report.

13.4 Teachers and Support Staff will receive their written appraisal reports by 31 October.

The appraisal report will include:

- details of the employee's objectives for the appraisal period in question;
- an assessment of the employee's performance of their role and responsibilities against their objectives and, for teachers, against the relevant standards;
- an assessment of the employee's training and development needs and identification of any action that should be taken to address them. The assessment of performance and of training and development needs will inform the planning process for the following appraisal period;
- a recommendation on pay where relevant, linked to the relevant pay policy.

### 14. PART B - CAPABILITY PROCEDURE

- 14.1 This section sets out the formal capability procedure, applies to all employees of the School (including the Headteacher). Concerns about the employee's performance will have been identified by the appraisal process which it has been unable to address.

### 15. FORMAL CAPABILITY MEETING

- 15.1 This procedure applies only to employees about whose performance there are serious concerns that the appraisal process has been unable to address. If under Part A above, an employee's performance is not wholly satisfactory, the senior leader or other person with line management responsibility for the employee, will invite the employee to a formal capability meeting to discuss with the employee the identified poor performance as specifically as possible.

- 15.2 The senior leader will write to the employee at least 5 working days in advance to inform him/her about:
- the date, time and place of the meeting;
  - the basic details of the concerns about the employee's performance;
  - the employee's right to be accompanied by a representative of his/her trade union or a workplace colleague of his/her choice;
  - the titles of enclosed copies of any documents to be used at the meeting
  - names of any witnesses to be called;
  - his/her right to call witnesses on his/her behalf;
  - the name and office of any adviser who will accompany the senior leader at the meeting.
- 15.3 An extra copy, together with any enclosures, will be provided for his/her companion. This meeting is intended to establish the facts. It will be conducted by a senior leader delegated by the Headteacher (or the Chair of Governors for Headteacher). The meeting will allow the employee to respond to concerns about his/her performance and to make any relevant representations. This may provide new information or a different context to the information/evidence already collected.
- 15.4 The senior leader may conclude that there are insufficient grounds for pursuing the capability issue and that it would be more appropriate to continue to address the remaining concerns through the appraisal process. In such cases, the capability procedure will come to an end.
- 15.5 The senior leader may also adjourn the meeting if it is decided that further investigation is needed, or that more time is needed in which to consider any additional information. In other cases, the meeting will continue.
- 15.6 During the meeting, or any other meeting which could lead to a formal warning being issued, the senior leader will:
- In the case of a teacher, identify the poor performance, including which of the standards expected of the teacher is not being met;
  - Ensure the employee is given an opportunity to ask questions, present evidence, call witnesses, respond to evidence and make representations;
  - Establish the likely causes of poor performance including any reasons why any measures taken so far have not led to the required improvement;
  - Give clear guidance on the improved standard of performance needed to ensure that the employee can be removed from formal capability procedures which may include the setting of new objectives focused on the specific area/s of poor performance that need to be addressed. It will include any success criteria that are appropriate and the evidence that will be used to assess whether or not the necessary improvement has been made;

- Identify whether there are further measures which may improve performance and explain any support that will be considered and planned to help the employee, e.g. in-service training, visits to other Schools, discussion with appropriate colleagues or professionals;
  - Set out the timetable for improvement and explain how performance will be monitored and reviewed.
  - Warn the employee formally that failure to improve within the set period could lead to a final written warning which could then lead to his/her dismissal;
  - Agree with the employee and any companion the date of the formal review meeting.
- 15.7 The timetable will depend on the circumstances of the individual case but will be reasonable and proportionate, between four and ten weeks in normal circumstances, and will provide sufficient opportunity for improvement to take place. The length of time required will depend on the concerns raised with the employee, the nature of any support and training required, and sufficient time to establish whether performance has improved.
- 15.8 Notes will be taken of formal meetings and a copy sent to the employee and any companion. Where a first warning is issued, the employee will be informed in writing of the matters discussed. S/he will also be informed in writing that failure to achieve an acceptable standard of performance (within the set timescale), may result in a final written warning which could then lead to dismissal if wholly satisfactory performance is not achieved, together with the time limit for appealing against the first written warning.
- 15.9 If the concerns relate to a lack of capability that poses a risk to the health, safety or well-being of children, or is likely to result in serious damage to pupils' education, the shorter timescale may be appropriate. In such cases, the senior leader may exceptionally decide to issue a first and final written warning, if to do otherwise would expose students to serious risk in terms of their health, safety, well-being or educational prospects.

## 16. SICKNESS ABSENCE AND THE USE OF THIS PROCEDURE

- 16.1 It is important that sickness absence should not delay or avoid the use of formal capability procedures. It is in the interests of all parties to address concerns about performance without undue delay. Arrangements will normally be made to seek medical advice from an occupational health adviser to assess the employee's health and fitness for continued employment at the School.
- 16.2 Consideration will be given to whether poor performance may be related to a disability and, if so, whether there are reasonable adjustments that could be made to the employee's working arrangements, including changing the employees duties or providing additional equipment or training. The School may also consider adjusting this procedure in appropriate cases, for example moving from this

procedure to procedures used by the School to terminate the employment of the employee on the grounds of ill health.

- 16.3 If an employee's medical condition is not serious enough to warrant a consideration of termination of employment on the grounds of ill health, the occupational health adviser will normally be asked to assess whether an employee absent through sickness is fit enough to attend a meeting under this procedure. In the event that the employee is deemed not fit to attend a formal capability meeting s/he may present a written submission for consideration and/or be represented by a companion in her/his absence.

16.4 **MONITORING AND REVIEW PERIOD FOLLOWING A FORMAL CAPABILITY MEETING**

- 16.4.1 A performance monitoring and review period will follow the formal capability meeting. Formal monitoring, evaluation, guidance and support will continue during this period. Following this monitoring and review period, the employee will be invited to a formal review meeting (see paragraph 4 below), unless s/he had been issued with a final written warning, in which case s/he will be invited to a decision meeting (see below).

**17. FORMAL REVIEW MEETING**

- 17.1 At least 5 working days before the date for the formal review meeting, a written reminder will be given to the employee together with details of the meeting as set out as above. The formal review meeting will follow a similar procedure to that identified for the formal capability meeting as set out in paragraph 1.6 above.
- 17.2 If the senior leader (Chair of Governors for the Headteacher) is satisfied that the employee has made sufficient improvement, the formal capability procedure will cease, and the appraisal process will re-start where the employee is subject to Part A above.
- 17.3 In cases:
- where some progress has been made and there is confidence that more is likely, it may be appropriate to extend the monitoring and review period;
  - where no, or insufficient improvement has been made during the monitoring and review period, the employee will receive a final written warning.
- 17.4 Notes will be taken at the formal review meeting and a copy will be sent to the employee and any companion.
- 17.5 Where a final warning is issued, the employee will be informed in writing that failure to achieve an acceptable standard of performance (within the set timescale) may

result in dismissal. The employee will be given information about the further monitoring and review period and the procedure and time limits for appealing against the final written warning. The date of the decision meeting will be agreed with the employee and any companion.

- 17.6 At this stage, rather than refer the matter to a decision meeting, consideration could be given to the employee being given a different range of duties or an alternative post. By agreement, this may include transfer to a post suited to the employee's capabilities. If this post is at a lower salary level, the substantive lower salary would apply.

## 18. RIGHT OF APPEAL AGAINST A FORMAL WRITTEN WARNING

- 18.1 If an employee feels that a decision to issue a first and/or final written warning is wrong or unjust, s/he may appeal in writing against the decision. Appeals against a written warning shall be restricted to considering the reasonableness of the decision made by the senior manager, any relevant new evidence not previously available to the senior manager or any procedural irregularities. A statement giving the reasons for the appeal should be submitted to the Clerk to the Governors within 10 working days of the formal written warning having been received.
- 18.2 All appeal hearings will be held as soon as possible after receipt of the appeal at an agreed time and place.
- 18.3 The appeal will be heard by the Appeals Panel of Governors. The number of governors on the Appeals Panel of Governors will not be less than two. The panel may be advised by a person engaged for the purpose by the School Governing Body. The panel can either confirm the warning, reduce a final warning to a warning, or cancel the warning. The employee will be informed in writing of the results of the appeal hearing as soon as possible.
- 18.4 The same arrangements for notification and the right to be accompanied by a companion will apply for an appeal hearing as for the formal capability and review meetings and, as with those meetings, notes will be taken and a copy sent to the employee and any companion.
- 18.5 Pending any appeal, the employee will be expected to continue to work in accordance with targets set for the next stage of the procedure and his/her progress towards the achievement of these targets may be monitored during this period.

## 19. DECISION MEETING

- 19.1 At least 5 working days before the date of the decision meeting, a reminder will be given in writing together with details of the meeting as outlined above. The meeting

will be conducted by the Headteacher (Governor Panel for the Headteacher). If an acceptable standard of performance has been achieved during the further monitoring and review period, the capability procedure will end, and the appraisal process will re-start where the employee is subject to Part A above.

- 19.2 If progress has been made and there is confidence that wholly satisfactory performance will be achieved by a short extension, it may be appropriate to extend the monitoring and review period rather than to dismiss. The final written warning will be extended for a short-specified assessment period.
- 19.3 If performance has remained unsatisfactory, a decision will be made that the employee will be dismissed. The employee will be informed in writing as soon as possible of the reasons for the dismissal, the date on which the employment contract will end, the appropriate period of notice and whether the notice is to be served or there will be pay in lieu of notice, and the right of appeal.

## 20. RIGHT OF APPEAL AGAINST A DECISION TO DISMISS

- 20.1 The employee has a right of appeal to the Appeals Committee of the School Governing Body against a decision to dismiss. The Appeals Committee shall consist of at least 3 governors, none of whom will have had any previous involvement in the case.
- 20.2 The employee's notice of appeal should be sent to the Clerk to the Governors within 10 working days of receipt of the written decision to dismiss, setting out the grounds of appeal.
- 20.3 Appeal hearings should be held as soon as possible after receipt of the appeal and will be conducted in the same way as appeals referred to in paragraph 5 above.

## 21. NOTICE OF DISMISSAL

- 21.1 Following a decision to dismiss, the School Governing Body will notify the employee in writing that the employee is to be dismissed, whether with notice or with pay in lieu of notice in accordance with the decision of the Headteacher (or Disciplinary Committee). If the Appeal Committee of the Governors decides not to uphold the decision to dismiss, the employee shall be informed immediately, and the notice of dismissal shall be immediately withdrawn.

## 22. GRIEVANCES ARISING DURING THE PROCEDURE

- 22.1 Where an employee has a grievance against the way the senior leader has conducted the procedure this will normally be dealt with under the appeals process

set out above. However, in very exceptional circumstances, where the behaviour of the senior manager is the cause of the grievance, it may be appropriate to suspend this procedure for a short period until the grievance has been considered

### 23. TRADE UNION OFFICIALS

- 23.1 Although normal performance standards must apply to an employee who is a lay trade union official, no disciplinary action beyond an informal oral warning will be taken until the circumstances of the case have been discussed with the relevant professional trade union officer.

### 24. CONFIDENTIALITY

- 24.1 Our aim is to deal with performance matters sensitively and with due respect for the privacy of any individuals involved. All employees must treat as confidential any information communicated to them in connection with a matter which is subject to this capability procedure.
- 24.2 The employee, and anyone accompanying the employee (including witnesses), must not make electronic recordings of any meetings or hearings conducted under this procedure. Failure to observe confidentiality could be a reason for disciplinary action under the School's disciplinary procedure