

EXECUTIVE BOARD

23RD JANUARY 2017

Model Capability Procedure for Teachers and Headteachers

Recommendations / Key Decisions Required:

To endorse the adoption of the Model Capability Procedure for Teachers and Headteachers

Reasons:

The need for a Capability Procedure for Teachers and Headteachers was recognised as a priority by ERW and as such this procedure has been developed regionally, across the 6 Local Authorities that make up the ERW region, in consultation with trade unions.

Relevant scrutiny committee to be consulted - N/A

Executive Board Decision Required YES

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER: Cllr. Mair Stephens; Cllr. Gareth Jones

Directorate: Chief Executive's / People Management & Performance; Education & Children's Services

Name of Head of Service:

Paul R. Thomas

Gareth Morgans

Report Author:
Julie Stuart

Designations:

Assistant Chief Executive (People Management & Performance)

Acting Director of Education & Children's Services

Senior Business Partner (HR)

Tel Nos.:

E-Mail Addresses:

01267 246123

PRThomas@sirgar.gov.uk

01267 224888

EDGMorgans@sirgar.gov.uk

01267 246375

JStuart@sirgar.gov.uk

**EXECUTIVE SUMMARY
EXECUTIVE BOARD
23RD JANUARY 2017**

Model Capability Procedure for Teachers and Headteachers

1. Background

The Authority is committed to providing a first-class education for children and young people. In order to ensure this, school leaders and governing bodies must recognise the importance of addressing performance issues in a fair, transparent and efficient manner.

Effective performance management procedures demonstrate a school's commitment to develop all employees to ensure job satisfaction, high levels of expertise and progression of employees in their profession. It will also help employees to meet the needs of pupils and raise standards. Effective performance management requires line managers to pay continuous attention to monitoring progress during the year, intervening early and providing support if there are concerns about the performance of an employee. It sets a framework for staff, school leaders and governors to agree and review priorities and objectives in the context of professional development and the School's improvement plans.

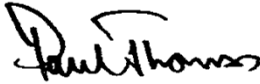
The purpose of this Procedure is to help schools secure improvement - this is a joint effort between the employee, the Headteacher or line manager and the Governing Body. Early identification of underperformance and appropriate intervention and support through effective performance management will help to avoid the need for formal capability procedures at a later date.

This Procedure applies to all teachers and Headteachers, except for Newly Qualified Teachers (NQTs) who are subject to separate procedures.

Detailed report attached: Yes

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:


 Signed: _____
ASSISTANT CHIEF EXECUTIVE (PEOPLE MANAGEMENT & PERFORMANCE)

Policy, Crime & Disorder & Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	NO	NO	NO	YES	NO

1. Policy, Crime & Disorder

The recommendations support the Council's Strategic Aim 'Building a Better Council' and 'Making Better Use of Resources'.

2. Legal

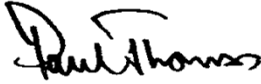
The Model Capability Procedure for Teachers and Headteachers is in line with Welsh Government's 'Capability of school teaching staff: Guidance for schools' (guidance document no: 111/2013) and 'Capability of Headteachers - Guidance for schools' (guidance document no: 153/2014).

6. Staffing Implications

The HR Team will provide advice and guidance to schools on the application of the Model Capability Procedure for Teachers and Headteachers.

CONSULTATIONS

I confirm that the appropriate consultations have taken place and the outcomes are as detailed below:

Signed: 
ASSISTANT CHIEF EXECUTIVE (PEOPLE MANAGEMENT & PERFORMANCE)

1. Scrutiny Committee

None

2. Local Member(s)

None

3. Community / Town Council

None

4. Relevant Partners

None

5. Staff Side Representatives and other Organisations

Education & Children's Services Employee Relations Forum - 8th November 2016

**Section 100D Local Government Act, 1972 - Access to information
List of Background Papers used in the preparation of this report:**

THERE ARE NONE

Title of Document	File Ref No.	Locations that the papers are available for public inspection