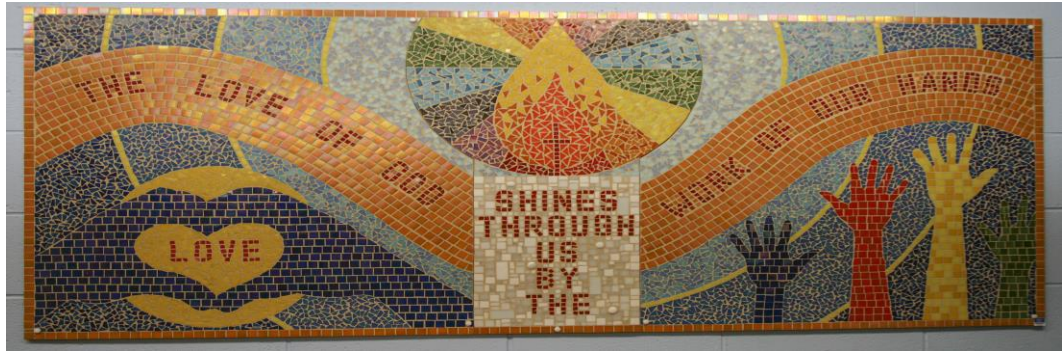


Norley CE Primary School



School Staff Capability Policy

We are a church school where education is nourished through the teachings of Jesus Christ, enabling each child to fulfil their potential and which reflects our commitment to academic excellence.

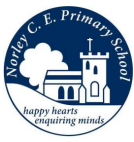
We want our children to celebrate and appreciate diversity, fostering qualities that encourage every child to have aspiration for a society in which every individual is cherished.

With our Christian belief at its heart, we work in partnership with each other, families, the church, the local and wider community to create a stimulating and caring environment, where everyone is welcomed, nurtured and empowered.

Christian values directly inspire and influence the children to recognise their self-worth and flourish, enabling them to make the right choices that will continue to shape their lives

You are the light of the world. A city built on a hill cannot be hidden. No one after lighting a lamp puts it under the bushel basket, but on the lamp stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.

(Matt. 5:14-16)



School Staff Capability Policy

As a Church of England Primary School, we are a caring community that seeks to express the Christian faith in every aspect of school life. This commitment extends to all staff and children within the School.

1. Introduction

- 1.1 The aim of this policy is to establish the principles that Norley CE Primary School will follow in managing employees about whose performance there are serious concerns that the appraisal process has been unable to resolve.
- 1.2 Capability issues are not part of the Disciplinary Procedure. However, if after careful investigation, poor performance is identified as an issue of misconduct, it may become necessary to use the Disciplinary Procedure.

2. Scope/Application

This Policy and the associated Procedure applies to all staff of Norley CE Primary School who have completed their NQT Induction or probationary period as appropriate.

3. Definitions

Capability relates to aptitude and the inability or limited ability of someone to perform their full job description to the required standard of performance. It may be due to poor standards of work, even after training and close supervision, or low output of work – where the person can produce work to the right standard but not in the right quantity.

4. Principles

- 4.1 Norley CE Primary School recognises that when an employee cannot perform the duties required to an acceptable standard it does not necessarily constitute misconduct.
- 4.2 The Capability Procedure should be followed where an employee is not able to perform their duties because they do not have the skills, knowledge, experience physical ability or aptitude they need to fully carry out their job. Mental health may also be an issue.
- 4.3 There are five main principles underlying the operation of the capability procedure:
 - (i) Employees must know what is expected of them, have concerns raised as they occur be given help, advice and the opportunity and time to improve their performance.
 - (ii) To enable, wherever possible, the employee with a capability problem to perform satisfactorily in the contractual job.
 - (iii) To confirm that the responsibility for resolving capability situations rests with the Head teacher/manager and governors who may wish to take HR and/or Occupational Health



advice.

(iv) To ensure that capability difficulties are dealt with efficiently, within agreed time periods and with clear outcomes specified at all stages.

(v) To recognise that whilst every effort will be made to help an individual with a capability problem, the school cannot guarantee to maintain employment.

5. Policy

5.1 The head teacher / manager and governors will support employees of the school to reach the required level of performance.

5.2 The Capability Procedure will be followed by the head teacher / manager and governors to assist in the identification and investigation of a possible cause of incapability and where necessary in the drawing up of an action plan. The employee should fully understand the process and that if there is no improvement further action will be taken.

5.3 A consistent approach will be applied across the school, promoting fairness and equity throughout.

5.4 A decision to dismiss someone will be taken only after a full and proper process has been followed with proper safeguards to the individual.

5.5 Capability issues will normally be resolved within two terms.

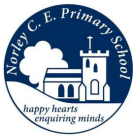
5.6 It is the Head teacher / Governor's responsibility to set appropriate performance standards for all employees. National standards for teachers and head teachers and standards set by other relevant professional organisations will form part of the standards for these groups of staff.

5.7 It is the head teacher/manager and governor's responsibility to ensure that employees are aware of their required performance level. Appraisal reviews will be used to help to clarify and quantify performance outcomes.

Please note: Where the head teacher/manager and governors have concerns about an employee's performance they must not wait until the annual appraisal discussion to initially raise their concerns. These should be raised either directly with the employee or their appraiser through the appraisal monitoring and review process.

6. EQUALITY ACT 2010

In accordance with its Public Sector Equality Duty, the Governing Body of Norley CE Primary School has given due regard to equality considerations in adopting this policy/procedure and is satisfied that its application will not impact adversely on members of staff who have a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) within the meaning of the Equality Act 2010



7. Relationship to other policies

This policy is linked to Capability Procedure, Probationary Period

8. Review

The Business and Resources Committee of the governing body will review this policy on an annual basis.

Capability Policy	
Review Frequency:	Annual
Reviewed by:	Business & Resources Committee
Head Teacher approval signature:	<i>Helen Kelly</i>
Head Teacher approval date:	
Chair of Governing Body approval signature:	<i>Paul Corbishley</i>
Chair of Governing Body approval date:	
Date of next review:	21 st October 2021