


Capability of Staff

Ellesmere Port Catholic High School



Approved by:	Mr J Coucill, Chair of Governors 
Lead of Review:	Mrs C Vile, Headteacher
Last reviewed on:	September 2018
Next review due by:	On receipt of documentation from CW&C

Status

Statutory

Purpose

The school is committed to maintaining a culture of openness, accountability and integrity. Formal capability procedures are in place to deal with instances of concern regarding performance which may undermine the status of the school.

Who was consulted?

The LA produces model capability policy and procedures, agreed with the relevant Trade Unions (Version 4 created July 2012). These policies and procedures have been adopted by the school and are appended to this document (Appendices A – B).

Relationship to other policies

The policy relates to the Disciplinary Policy and Procedure, Probationary Period, Child Protection and Safeguarding Policy, Whistleblowing Policy, Complaints Policy and the Manual of Internal Financial Procedures.

Roles and responsibilities

The Headteacher will be responsible for ensuring:

- staff have access to the capability procedures;
- the correct procedures are followed in the case of action being taken against a member of staff on the grounds of capability.

The Chair of Governors is responsible for:

- the application of the procedures within the school;
- implementing procedures if action needs to be taken against the Headteacher.

The Governing Body is responsible for:

- the dismissal of a member of staff.

Arrangements for monitoring and evaluation

Updates will be received from Cheshire West and Chester via the Business Manager who will make the Headteacher aware of any changes.

The governing body will receive and approve updates as appropriate.

Appendix A **CWAC Capability Policy**

Appendix B **CWAC Capability Procedures**