

APPENDIX 1 – ROLES AND RESPONSIBILITIES

Employees

- To be responsible for performing the duties of the post in accordance with the requirements of the job description and, in the case of Teachers, in line with the relevant national standards
- To actively seek to improve their practice by identifying support requirements and participating in the monitoring, review and support arrangements
- To identify their own sources of personal support and counselling outside of the formal procedure. It is expected that the employee will fully engage in the process of accessing support made available to them
- To contact and brief their trade union representative (or work colleague) at the appropriate points in the procedure to ensure their professional support and representation is organised to attend meetings at the agreed dates within the procedure
- To keep and maintain records and evidence of their progress during the review periods and also of any written advice given to them
- To note, respond to and make every effort to implement advice and support provided

Principal / Senior Leader

- To implement the procedures and to provide and manage the programme of monitoring and support. This will include careful planning of dates for meetings and review periods. The specific roles (e.g. mentor) may be delegated by the Principal / Senior Leader to another member of the SLT or an appropriate external advisor.
- To ensure confidentiality and take account of the sensitivity of the situation including the welfare of the employee involved throughout the procedure
- To ensure the process is evidence based and that the procedures are applied fairly where the performance concerns have not been resolved through support and supervision

SPTA Director / Chair of EAB

- To carry out the role of the Principal / Senior Leader, as above, in the event that the subject of the formal capability procedure is the Principal / Senior Leader.
- To implement the procedures for appeal and manage this process fairly and consistently, ensuring confidentiality throughout the procedure

Education Advisory Body (EAB)

- To ensure the procedure is communicated to all employees and members of the EAB
- To ensure confidentiality is observed at all times

SPTA HR

- To provide advice and guidance on procedural matters, employment and legal matters and on the application of the capability procedures at meetings and appeals.
- To support the Principal / Senior Leader in planning the timescales and dates for review periods to comply with statutory notice periods

- To identify appropriate sources of support and professional advice regarding the monitoring of employees

Trade Union

- To ensure their members receive appropriately and timely support throughout the process
- To make every reasonable effort to attend meetings on the dates and times agreed
- To ensure their members understand the timescales and importance of preparing and attending meetings at the agreed date and time