



CAPABILITY PROCEDURES

The Governing Body is responsible for ensuring that fair, consistent and objective procedures exist for matters relating to staff capability. The capability procedures should not be thought of simply as a means of imposing sanctions or as necessarily leading to dismissal. The intention of the procedures and guidance is that they should encourage all employees to achieve and maintain high standards of performance.

Governing bodies should ensure that in all matters relating to capability, particular attention is paid to providing equal opportunities for all employees. Well-planned support and/or counselling should precede formal procedures. The employee should be helped to improve or resolve the situation as soon as it becomes apparent. Counselling may often be the most satisfactory method of resolving problems relating to a capability matter.

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Reference: *Capability Procedures for Employees in VA and Foundation Schools*, SDBE and London Diocesan Board for Schools, 2011.