Appendix 2: Argyll & Bute Policy on Teacher Competence

COMMUNITY SERVICES: EDUCATION
PROCEDURES FOR DEALING WITH UNDERPERFORMANCE

STAGE 1 – INFORMAL
- Head Teacher arranges meeting with teacher to discuss issues.
- Confirm meeting in writing
- Head Teacher must make clear that Stage 1 proceedings are being incurred.

Informal meeting
- Discussion and memo must advise the teacher that they are encouraged to be accompanied at meeting by a colleague or representative from their professional association.
- Teacher should be given a copy of Argyll and Bute’s policy on teacher competence.
- Meeting must be minuted and a copy to all present.
- Agreed date must be set for review meeting.

Review meeting
- Improvement made – no further action.
- Oral report to teacher.
- Inform teacher in writing.

STAGE 2 - SUPPORT
- Head Teacher to arrange support meeting.
- Teacher encouraged to bring a colleague or representative from their professional association with them.

Support meeting
- Teacher must be informed of the specific aspects of SFR to be addressed.
- Support strategies available.
- CPD opportunities to address specific issues.
- Head Teacher must ensure that teacher is encouraged to:
  - clarify the areas of under-performance;
  - suggest forms of support which he/she would find helpful;
  - agree appropriate professional development opportunities;
- Clear timescales with agreed interim and final review dates confirmed.
- Minutes must be kept of all discussions.
- HT confirms in writing:
  - Improvements to be made
  - Support & CPD package
  - Review dates

Review meeting
- Improvements achieved to required standard – no further action required.
- Teacher informed of this discussion in writing.

Review meeting
- Improvements not achieved – teacher informed that formal disciplinary procedures to be implemented. Decisions and underpinning reasons must be given in writing.
- Teacher should be advised of statutory and contractual rights to be accompanied at Stages 3 and 4.
Appendix 2: Argyll & Bute Policy on Teacher Competence

COMMUNITY SERVICES: EDUCATION
PROCEDURES FOR DEALING WITH UNDERPERFORMANCE
REDRAFT: 23.04.08

STAGE 3a – DISCIPLINARY (Investigation)
• Head Teacher should notify the Local Authority that the teacher’s performance is causing concern.
• Investigating Officer, at the appropriate level, will be appointed.

Investigation
• Investigating Officer must inform teacher of the nature of the investigation and procedures to be followed in advance of investigation beginning.
• Investigating Officer to interview all parties involved.
• Statements signed and dated.
• Investigating Officer produces report.
• The teacher is entitled to representation at all meetings/interviews.

Outcomes
• No further action required

• Move to Stage 3b

STAGE 3b – DISCIPLINARY
• Teacher informed of their right to representation.
• HT compiles comprehensive written report that details:
  o the alleged failure to maintain standards described the SFR with clear identification of which aspects are alleged not to be of the required standard;
  o performance at start of support stages;
  o strategies and opportunities offered to overcome difficulties;
  o duration of stages 1 and 2;
  o performance at the end of the support stage.

Possible sanctions
1. Oral/verbal warning (can be invoked by Head Teacher).
2. Written warning (can be invoked by the Head Teacher). The teacher must be informed of the fact that any further breach may render the teacher open to further disciplinary action.
3. Final written warning (will be invoked by the Director of Community Services or a representative). The teacher must be warned that any further breach may lead to dismissal.
4. Dismissal (will be invoked by the Director of Community Services or a representative).

If any of the above sanctions are applied, the teacher has the right of appeal.

STAGE 4 – REFERRAL TO GTCS
• The Director of Community Services will inform the GTCS of dismissal/resignation of the teacher.