



Competency Procedure

Concerns over an employee's competency may arise as the result of informal observation, formal appraisal or a complaint. Where there are concerns about an employee's competency the following procedure will be followed:

Stage 1: The Principal will meet with the employee, (and Senior Teacher where this is appropriate), to discuss the concern.

- The employee will be notified of the concern, the matter discussed informally and the issue explained.
- The employee will be given the opportunity to offer an explanation. This may resolve the matter.
- If this does not resolve the matter then the employee will be informed of the required improvement and an expected timeframe for achieving this will be negotiated.

Stage 2: If the required performance is not achieved within the timeframe that has been agreed, then another meeting will be held at which a Performance Improvement Plan may be prepared.

- The meeting will be held at an agreed time and place and the employee may be accompanied by a support person.
- The competency concerns should be restated and explained.
- The employee will be asked to explain why the required performance improvement has not been achieved
- If their explanation is unacceptable then a Performance Improvement Plan will be devised and documented. This plan needs to include specific targets for improved performance, timeframe and resources and/or support required. e.g mentor, further training.
- The employee will be advised of the consequences should the required performance improvement not be achieved.
- One copy of the plan will be given to the employee and the original retained by the Principal.

Stage 3: If the targets for Performance Improvement are not achieved the Principal will, after ensuring that the process has been fair,

- Advise the employee in writing that formal disciplinary procedures are being implemented
- Inform the Board Chairperson of the situation
- Implement the formal disciplinary process

N.B. the Board Chairperson will be responsible for dealing with concerns over the competency of the Principal, should any matter arise of this nature.

CONCLUSION:

This procedure is to be used in the event of the competency of any member of staff being called into question.

The appraisal involved is separate from the normal rounds of teacher appraisal which should be carried out annually.