

Y BWRDD GWEITHREDOL

23^{AIN} IONAWR 2017

Pwnc a Pwrpas:

Model Gweithdrefn Galluogrwydd ar Gyfer Athrawon a Penaethiaid

Yr Argymhellion / Penderfyniadau Allweddol sydd eu Hangen:

I gefnogi mabwysiadu 'Model Gweithdrefn Galluogrwydd ar Gyfer Athrawon a Penaethiaid'.

Y Rhesymau:

Bu cydnabyddiaeth gan ERW bod yr angen i greu Gweithdrefn Galluogrwydd ar gyfer Athrawon a Phenaeithiaid yn flaenoriaeth, felly datblygwyd y weithdrefn hon yn rhanbarthol, ar draws yr 6 Awdurdod Lleol sy'n rhan o ERW, mewn ymgynghoriad ag undebau llafur.

Angen ymgynghori â'r Pwyllgor Craffu perthnasol - Amherthnasol

Angen i'r Bwrdd Gwentredol Wneud Penderfyniad Oes

Angen i'r Cyngor Wneud Penderfyniad Na

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO: Cyng. Mair Stephens; Cyng. Gareth Jones

Cyfarwyddiaeth: Prif Weithredwr / Rheoli Pobl a Pherfformiad; Addysg a Gwasanaethau'r Plant

Enw Pennaeth y Wasanaeth:

Paul R. Thomas

Gareth Morgan

Awdur yr Adroddiad:

Julie Stuart

Swyddi:

Prif Weithredwr Cynorthwyol (Rheoli Pobl a Pherfformiad)

Cyfarwyddwr Dros Dro Adran Addysg a Gwasanaethau'r Plant

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EXECUTIVE SUMMARY
EXECUTIVE BOARD
23RD JANUARY 2017

Model Capability Procedure for Teachers and Headteachers

1. Background

The Authority is committed to providing a first-class education for children and young people. In order to ensure this, school leaders and governing bodies must recognise the importance of addressing performance issues in a fair, transparent and efficient manner.

Effective performance management procedures demonstrate a school's commitment to develop all employees to ensure job satisfaction, high levels of expertise and progression of employees in their profession. It will also help employees to meet the needs of pupils and raise standards. Effective performance management requires line managers to pay continuous attention to monitoring progress during the year, intervening early and providing support if there are concerns about the performance of an employee. It sets a framework for staff, school leaders and governors to agree and review priorities and objectives in the context of professional development and the School's improvement plans.

The purpose of this Procedure is to help schools secure improvement - this is a joint effort between the employee, the Headteacher or line manager and the Governing Body. Early identification of underperformance and appropriate intervention and support through effective performance management will help to avoid the need for formal capability procedures at a later date.

This Procedure applies to all teachers and Headteachers, except for Newly Qualified Teachers (NQTs) who are subject to separate procedures.

Detailed report attached: YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: _____



ASSISTANT CHIEF EXECUTIVE (PEOPLE MANAGEMENT & PERFORMANCE)

| Policy, Crime & Disorder & Equalities | Legal | Finance | ICT | Risk Management Issues | Staffing Implications | Physical Assets |
|---------------------------------------|------------|-----------|-----------|------------------------|-----------------------|-----------------|
| YES | YES | NO | NO | NO | YES | NO |

1. Policy, Crime & Disorder

The recommendations support the Council's Strategic Aim 'Building a Better Council' and 'Making Better Use of Resources'.

2. Legal

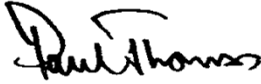
The Model Capability Procedure for Teachers and Headteachers is in line with Welsh Government's 'Capability of school teaching staff: Guidance for schools' (guidance document no: 111/2013) and 'Capability of Headteachers - Guidance for schools' (guidance document no: 153/2014).

6. Staffing Implications

The HR Team will provide advice and guidance to schools on the application of the Model Capability Procedure for Teachers and Headteachers.

CONSULTATIONS

I confirm that the appropriate consultations have taken place and the outcomes are as detailed below:

Signed: 
ASSISTANT CHIEF EXECUTIVE (PEOPLE MANAGEMENT & PERFORMANCE)

1. Scrutiny Committee

None

2. Local Member(s)

None

3. Community / Town Council

None

4. Relevant Partners

None

5. Staff Side Representatives and other Organisations

Education & Children's Services Employee Relations Forum - 8th November 2016

**Section 100D Local Government Act, 1972 - Access to information
List of Background Papers used in the preparation of this report:**

THERE ARE NONE

| Title of Document | File Ref No. | Locations that the papers are available for public inspection |
|-------------------|--------------|---|
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