

Briefcase 2

Suggested formats for recording the steps taken in capability procedures. It is very important that a record is kept of all meeting discussions, actions taken and support given

**Record of capability procedure implementation**

***Informal stage***

Name of teacher:

Name of reviewer:

Areas of concern:

Concerns identified through:

***Support given***

Date	Meeting discussion	Targets set	Date for review
Support to be given			

***Record of support***

Teacher:

Support agreed during:

Date	Support provided	By whom	Aims of support	Outcome of support

Support agreed during:

Date	Support provided	By whom	Aims of support	Outcome of support

**Formal stage 1**

**First formal interview**

Name of teacher:

Name of reviewer:

Areas of concern:

Representative:

Date	Meeting discussion	Decision made	Date for review
Targets set			
Support to be given			

**Formal stage 2**

**Monitoring of progress – start date:**

**evaluation meeting date:**

Date	Observation/ monitoring activity	Outcome	Progress towards targets
Feedback given			

**Formal stage 2**

**Evaluation meeting**

Name of teacher:

Name of reviewer:

Areas of concern:

Representative:

Date	Meeting discussion	Decision made	Date for review
Targets set			
Support to be given			

**Formal stage 3**

**Monitoring of progress**

Name of teacher:

Name of reviewer:

Areas of concern:

**Monitoring of progress – start date:**

**evaluation meeting date:**

Date	Observation/ monitoring activity	Outcome	Progress towards targets
Feedback given			

**Formal stage 3**

**Final evaluation meeting**

Name of teacher:

Name of reviewer:

Areas of concern:

Representative:

Date	Meeting discussion	Decision made	Date for staff dismissal committee
Additional comments:			

**Formal stage 4: staff dismissal committee**

Present:

Date	Committee discussion	Decision made	Date for appeal
Additional comments:			

***Record of appeals***

Date appeal lodged:

by whom:

Stage of capability procedure:

Present:

Date	Committee discussion	Decision made	Date for review
Additional comments:			