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EPM Model Support Programme Outcome Pro-forma and Guidance Note – Teachers

|  |  |
| --- | --- |
| To |  |
| From |  |
| Date |  |

I would like to confirm the discussion at our meeting on [date] at [time] regarding the outcome of the [x] week support plan.

Support Programme Outcome

|  |  |
| --- | --- |
| Areas of concern | Comment |
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|  |  |
|  |  |
|  |  |

I am satisfied that you have made the required improvement, and so the Appraisal Policy will continue as normal.

I am satisfied that you have made, or are making, sufficient improvement, for the appraisal process to continue as normal. A further [x] weeks support programme will be put in place, at which point a further review will take place.

I am not satisfied that sufficient progress has been made. You will be notified in writing that the appraisal process will no longer apply and that your performance will be managed under the Capability Policy. You will be invited to a formal capability meeting, and a copy of the Capability Policy will be provided to you.

Appraiser/Line Manager

|  |  |
| --- | --- |
| Signed |  |
| Print Name |  |
| Date |  |

Teacher

|  |  |
| --- | --- |
| Signed |  |
| Print Name |  |
| Date |  |

**Guidance Note: Support Programme Outcome**

At the end of the [x] week review period, the appraiser meets with the teacher to inform them of the Support Programme Outcome, which could be:

1. I am satisfied that you have made the required improvement and so the Appraisal Policy will continue as normal.
2. I am satisfied that you have made, or are making, sufficient improvement, for the appraisal process to continue as normal. A further [x] weeks support programme will be put in place, at which point a further review will take place.
3. I am not satisfied that sufficient progress has been made. You will be notified in writing that the appraisal process will no longer apply and that your performance will be managed under the Capability Policy. You will be invited to a formal capability meeting, and a copy of the Capability Policy will be provided to you.

If the outcome is number three above, then the appraiser will thank the teacher for attending the meeting. The meeting should be brief and simply explain that the appraiser is not satisfied that sufficient progress has been made and that the matter will move into the Formal Capability Policy, in accordance with the relevant paragraph under the Appraisal Policy. It is important, however, that the appraiser is satisfied that the support plan has been actioned fully.

Normally there is no requirement in a School’s Appraisal Policy to meet face-to-face to explain this transition to capability. However, it is more professional and courteous to do so rather than simply informing the teacher in writing. There is, therefore, no entitlement to be accompanied.

The teacher is likely to want to make some comments at this brief meeting, but it is not the appropriate time to discuss them. The teacher should be reassured that there will be a full opportunity to be heard at the formal capability hearing. The appraiser will thank the teacher, and the brief meeting will end.

The appraiser [or Headteacher] will then write to the teacher to inform the teacher of the date, time and place of the formal hearing under paragraph [x] of the Capability Policy. The teacher has the right to be accompanied at the formal capability hearing by a trade union representative or a workplace colleague of their choice. EPM can provide a model letter for the formal capability hearing and an Adviser to attend the hearing.

Schools should note that once an employee has moved to the formal capability procedure, any warnings issued will need to be outlined on a reference request.