



JEDDAH PREP AND GRAMMAR SCHOOL

Capability and Disciplinary Policy

Introduction

This policy does not apply to decisions not to renew a contract or termination of employment by reason of redundancy, resignation by the Teacher or termination by mutual consent. Moreover, this procedure does not apply to Teachers during the probationary period. The time limits referred to in the following procedure may vary by agreement.

In all cases, an investigation will first be carried out by the Heads of School or the Headmaster, who may then take appropriate disciplinary action.

Staff Members shall have the right to state their own case and to be interviewed before any action is taken. In respect of Oral and Written Warnings, he/she shall have the right to reply in writing which reply shall be added to his/her record.

Staff who are absent from illness during the Lack of Capability or Disciplinary Process. Absence which is triggered by the Lack of Capability or Disciplinary procedures, and which the headmaster believes is likely to be long term, will be referred by the school immediately to a doctor to assess whether the teacher is fit for continued employment. Short absences should not delay any part of the formal stage of the disciplinary process. Reasonable steps should be made to enable the teacher to attend evaluation or review meetings, but where for whatever reason the teacher is unable to attend, these may proceed in the teacher's absence if delay would otherwise compromise the maximum time set aside for the procedures. In such circumstances, a full account of the evaluation or review should be provided in the letter confirming the decision taken.

Stage One: Investigation

Investigation Regarding Lack of Capability

Such an investigation would normally be initiated at the recommendation of a line manager based on observation, failure to meet expectations, or reports from parents. For procedures involving the capability of the Staff Member it will be the responsibility of the headmaster, or a delegated senior member of staff, to offer suitable help and advice the nature of the alleged shortcoming will determine the nature of the help to be provided. The help should include regular reviews (normally at intervals of not less than four weeks) and one or more of the following:

1. The headmaster will set out the facts and recommend ways of improving the Teacher's performance together with precise performance objectives, indicators and, giving the

Teacher reasonable time in which to rectify his/her deficiencies, the date on which these will be reviewed. If, after help and advice over a suitable period of time (normally approximately one School Term), the Teacher's performance is still unsatisfactory, or the Teacher expresses indifference to the help and advice, or refuses to co-operate, the Headmaster may inform the Chairman of Governors and should advise the Teacher in writing that his/her performance is still unsatisfactory.

2. If, at the review date, there has been no marked improvement in performance and that failure is clearly indicated by a failure to reach the objectives and indicators referred to above, or improvement has not been maintained, the Headmaster, after consultation with the Chair of Governors, will inform the Teacher in writing that his/her performance still falls below an acceptable level. (As per Saudi Labour Law)
3. It may then become necessary to initiate formal action to dismiss the Teacher.

Investigation Regarding Misconduct

1. Such an investigation would normally be initiated by a report from a staff member, pupil, or parent. Where concern arises about the conduct of a staff member, then the Headmaster will appoint an investigation officer who will investigate the complaint or criticism. The staff member shall be advised of the complaint and the investigation. Once the investigation has been concluded, the Headmaster, in consultation with the Chair of Governors will pass judgment on any subsequent actions (Stage two).
2. If the matter to be investigated is thought at any stage of the investigation to involve Gross Misconduct, the Headmaster, in consultation with the Chairman of Governors (or in his absence a governor) may immediately suspend the Teacher from work on Full Pay and Benefits at the discretion of the Board of Governors whilst the investigation proceeds.
3. If the finding of the Disciplinary Panel is that the staff member is culpable of misconduct, they may decide whether to award an oral, written or final written warning. In cases where the staff member is found to have committed gross misconduct, this may lead to process of dismissal.

Stage Two: Disciplinary Sanctions

1. If the Headmaster believe that the staff member has committed an act of misconduct, but in view of the nature of the misconduct and of the staff member's previous record a verbal warning would be sufficient, then the headmaster may administer it. A note of that warning will be made, copied in writing to the staff member, and may be referred to if the staff member commits a further act of misconduct.
2. If the Headmaster considers that a complaint of misconduct is justified but may warrant more than a verbal warning, the headmaster may issue the staff member with a Written Warning, which shall be entered into the staff member's file and a copy given to the staff member.
3. In the event of a repetition of the same or related offence, or where the act of misconduct is so serious as to justify only one warning, the Headmaster may issue the staff member with

a Final Written Warning, which shall advise the staff member that further repetition of the same or related offence will render the staff member liable to dismissal proceedings. The Final Written Warning shall be entered into the staff member's file and a copy given to the staff member.

4. If, taking all the circumstances into account, the headmaster believes that the dismissal of the staff member may be appropriate; a meeting with the Chair of Governors (or Deputy Chairman) will be convened.
5. Following this meeting, a decision to dismiss without notice will be made.

The following could constitute Gross Misconduct. The list is not exhaustive. ☉ Gross neglect of duty; ☉ Abuse of authority or refusal to obey lawful instructions; ☉ Gross breach of safety requirements likely to endanger other people or the teacher or to cause damage to the school property; ☉ Being unfit for work owing to the influence of alcohol or drugs or possession of illegal drugs; ☉ Theft, fraud, deliberate falsification of records or other criminal acts; ☉ Fighting and/or assaulting another person; ☉ Causing deliberate damage to School property; ☉ Gross negligence which causes unacceptable loss, damage or injury; ☉ Sexual misconduct at work or involving pupils, or the Internet or conviction for a sexual offence in a court of law; ☉ Sexual or racial harassment or discrimination; ☉ Performing actions that will damage the reputation of the school in the community.

Grievance Procedure

1. Where a staff member has a grievance which involves (an)other member(s) of the staff, he/she will first endeavour to resolve the matter amicably by direct approach to the member(s) of staff involved or in discussion with the headmaster or other appropriate member of staff.
2. If the Headmaster or another appropriate senior member of staff becomes involved as above, she/he should seek to resolve the problem personally, or by mutual agreement, in consultation with other member(s) of the staff.
3. Where a teacher requests a personal interview with the Headmaster or other appropriate senior member of staff, it should be granted within five (5) working days of the request being made. The Headmaster may delegate this meeting to the relevant Head of school or other SLT member, if deemed appropriate to do so.
4. If the Teacher has a grievance relating to his/her conditions of employment the staff member should raise the matter initially with the headmaster. The staff member may be required to put any such grievance into writing. The Headmaster may delegate this meeting to the relevant Head of school or other SLT member, if deemed appropriate to do so.
5. The Headmaster will, having inquired into the staff member's grievance, discuss it with the staff member and will then notify the staff member of his/her decision.

6. If the decision of the headmaster is not acceptable to the staff member, the staff member may refer the matter in writing to the Chair of Governors, and their decision will be final and binding.

Date of Review: September 2026	Reviewed and approved by: Headmaster, BoG
Date of next review: August 2027	