



THE BRITISH INTERNATIONAL SCHOOL CASABLANCA LEVEL 3 BTEC BUSINESS

Disciplinary procedures for a member of staff policy

This policy is in direct reference to the provision of The Level 3 BTEC in Business. Nothing within these procedures precludes immediate response or dismissal for misconduct or an illegal act if the action is deemed severe enough. All dismissal procedures are to be referred to the Board. A member of staff may be suspended with or without pay during the course of the investigation.

Unprofessional Conduct

Any action within this process must be undertaken within 7 days of the first reporting of the area of concern to the Head of Centre.

STAGE 1 – Verbal warning to the teacher

There should be a record of points raised and action required including expectations and agreed success criteria. The Headmistress will be informed. If this does not improve the situation within one term, the following stages will proceed.

STAGE 2 – A written warning

A written warning will follow up on issues not resolved from Stage 1. This letter will be written by the Headmistress. The details and issues raised within this letter should be considered valid for one year, at the discretion of the Headmistress and/or Head of Centre and must be proven to be rigorously addressed over this period and beyond.

STAGE 3 – Final Written Warning

Detailed expectations and success criteria will be clearly identified within the letter. A review will be administered within 8 weeks of such a warning. Again this letter will be written after consultation with the Headmistress and Head of Centre.

STAGE 4 – Dismissal

The termination of employment will always be dealt with on a case to case basis. All issues will be considered with due regard to the seriousness of such conduct. Action will be implemented as deemed appropriate, in consultation with the School Board.

STAGE 5 – Appeal

If any employee is not satisfied with the fairness of the action taken then he/she should raise this matter in writing with the Headmistress who will consult with the School Board.