APPENDIX 3

PROCEDURE FOR HEARING

Please note that where the disciplinary decision is not delegated to the head teacher the head teacher might be presenting the case

1. Manager/head teacher presents the case.

2. Questions from employee and/or employer representative to the manager/head teacher.

3. Questions from the head teacher/staff dismissal committee to the manager/head teacher.

4. Employee (or representative) presents their case.

5. Questions from the manager/head teacher to the employee and/or representative.

6. Questions from the head teacher/staff dismissal committee to the employee and/or representative.

7. Manager/head teacher sums up.

8. Employee (or representative) sums up.

9. Both parties withdraw.

10. Head teacher/staff dismissal committee decision. Advice provided by HR advisor. If there are points of uncertainty on evidence already given both parties will be recalled notwithstanding that only one of them is concerned with the point giving rise to doubt.

11. All parties reconvene. Decision given.

12. Individual informed of right of appeal within 10 working days of receipt of letter confirming the decision. Confirmation in writing by the head teacher/ staff dismissal committee will be sent within 3 working days.