

**ACTION PLAN (TEMPLATE)**

**STRICTLY CONFIDENTIAL**

**CAPABILITY PROCEDURE FOR STAFF IN SCHOOLS**

EMPLOYEE

POSITION

STAGE

SCHOOL

ASSESSMENT PERIOD

Targets set

Indicator(s) of target achievement

Person responsible for monitoring and evaluation  
(NB for teachers this will be an appointed LA Adviser)

Means of monitoring progress

Means of support for the achievement of targets

(The person(s) responsible for the provision of support should be indicated)

Signed: ..... (Employee)

Signed: ..... (Headteacher)

Date: .....