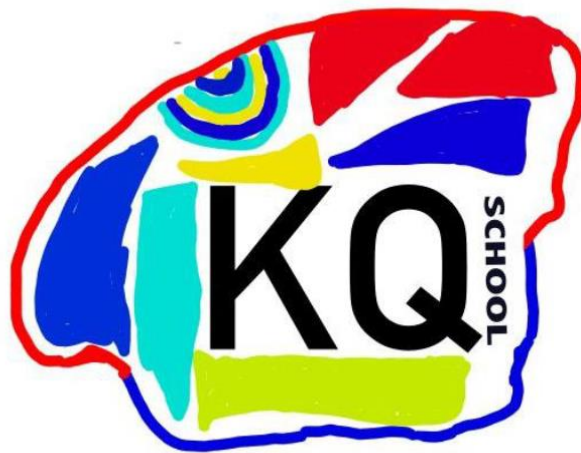




# Probation Policy



<b>Approved by:</b>	Anita Bancarz (HOS)	<b>Date:</b> 28/06/2023
<b>Last reviewed on:</b>	September 2022	
<b>Next review due by:</b>	September 2024	

## 1. Purpose

This policy is applicable to all new staff joining the school. The probationary period allows time for the new employee to adapt to the role and demonstrate through their capability, attendance, time keeping and conduct that they are compatible with the requirements of the role and aims of the school.

The purpose of this policy is to ensure staff know what is expected of them and from their probationary period, and that senior leaders are provided with guidance to ensure the appropriate and necessary support is provided in order for staff to perform their job effectively.

## 2. Scope

All members of staff are required to complete a probationary period of six months. Staff members who are employed with existing continuous local government service will also be expected to complete the six-month probationary period.

## 3. Principles

The principles of this policy are to provide a fair, equal and consistent approach to probation through effective communication between senior leaders and the employee, and structured assessment of performance.

Whilst the probation period will offer an opportunity to assess the competence and attitude of the new employee, phase leaders and senior leaders have a personal responsibility to ensure the probationary period focuses on utilising the skills and knowledge the new employee brings to the role.

At the end of the six-month probationary period, the employee should be able to capably perform their role. The member of staff should have been assessed following a set of standards relevant to their position (see appendix A) and must be performing at a fully satisfactory standard.

## 4. Responsibilities

### 4.1 The Headteacher and Deputy Headteachers

The Headteacher and Deputy Headteachers must ensure that:

- › The probation period and processes are explained during the interview
- › The probationer understands the importance of probation
- › The probation standards document is shared during induction training
- › The probationer receives training to undertake the work

### 4.2 The Deputy Headteacher/Senior Leader

must ensure that:

- › Three month and six-month review sessions are held with the probationer and notes of these meetings are recorded and shared on the SLT(M) drive
- › Support is provided to the probationer where performance improvement has been identified. This should take place as early as possible during the probationary period in order to ensure the probationer has every opportunity to improve to the required level
- › During the probationary period, it must be made clear to the probationer if at any stage they are not meeting any aspects of the job

### 4.3 The Probationer

The probationer must ensure that they:

- › Comply with the probation review procedure
- › Communicate at the earliest opportunity support needed

### 4.3 Human Resources

Human resources must ensure that:

- › They receive notification of when probation has been passed, failed, or extended
- › Provide formal communication of such decisions

## 5. Procedure

Probation procedures will be made clear during new staff induction training. Probation meetings will take place at the three month and six-month mark of employment.

At the first review (three month), the deputy/senior leader, and class teacher if relevant, will formally discuss the probationer's performance with them and summarise their discussion on the relevant form. A second review will take place at the six-month stage. Where the performance is satisfactory, completion of probationary period will be confirmed in writing to the individual and a permanent contract will be issued.

If the first review is not satisfactory in any way, the deputy/senior leader must discuss with the probationer the aspects of performance which need improvement and should set clear objectives and timescales within which they will be reviewed. The probationer should be offered further support, such as training, to enable them to complete tasks to the standards expected of them. The probationer should sign the review form and receive a copy of it to confirm they have been made aware of the improvements required.

If at the second review stage, insufficient improvement has taken place, the deputy/senior leader must arrange a meeting with the probationer to explain that their service may be terminated at the end of the probationary period or alternatively that their probationary period will be extended. This should be confirmed in writing to the individual by the Headteacher.

### 5.1 Extension of probationary period

It may be appropriate to extend the probationary period if:

- › The probationer has not performed satisfactorily but the deputy/senior leader have evidence to suggest that performance is likely to improve with a further period of probation.

In all cases where probation is extended the following must be discussed between the deputy/senior leader and the probationer and confirmed in writing:

- › The reasons for extension
- › Any assistance/training that will be given in the extension period
- › The period of the extension, the performance standards expected and the way in which performance will be monitored
- › That if performance fails to meet expectations at the end of the period of extension, employment will be terminated

Probationers will have the right to appeal against a decision to terminate their employment for failure to satisfactorily complete their probation period. An appeal must be lodged in writing with HR within 5 working days of receipt of confirmation of termination. The appeal will normally be heard by a panel of Governors not previously involved with the case. At such an appeal the probationer has the right to be accompanied by a trade union representative.

## 6. Monitoring arrangements

This policy will be reviewed by the headteacher annually.

## 7. Links with other policies

This probation policy is linked to the following policies:

- › Staff code of conduct
- › Capability policy
- › Disciplinary Policy