

Title	Staff Probation Policy
Associated Policies	<ul style="list-style-type: none"> • Disciplinary Procedure (TPO/STA/22) • Support Staff Performance, Development and Career Progression (TPO/STA/05) • Grievance Procedure (TPO/STA/23) • Staff Absence (Illness) (TPO/STA/13) • Professional and Safe Conduct (TPO/STA/10)

REVIEWED: June 2021

NEXT REVIEW: June 2024

1. Policy Statement

- 1.1 The purpose of the probation period is to enable an assessment to be made on how well an employee is doing in the role they have been employed, and for the employer to ensure further support and guidance is put in place after induction to help the employee achieve these aims.
- 1.2 The policy will be operated in accordance with our Equality Policy. We are committed to developing, maintaining and supporting a culture of equality and diversity in employment. The impact of the procedure will be monitored in accordance with the Equality Act 2010.

2. Who does this policy apply to?

- 2.1 This policy applies to all new support staff employed by the Trust.
- 2.2 This policy does not apply to any employee who transfers into the Trust as part of a TUPE process.
- 2.3 This policy does not form part of any employee's contract of employment, and it may be amended at any time following consultation with staff and trade unions.
- 2.4 The policy does not apply to teaching staff, however the principles of supporting a new employee in their first few months remain the same. Please see the Recruitment and Induction Policy for more details on supporting teachers during their first few months of employment.
- 2.5 The policy does not apply to employees transferring between academies or following an internal promotion.

3. Who is responsible for carrying out this policy?

- 3.1 The implementation of this policy will be monitored by the Senior Leadership Team and the governors of the Academy and will remain under constant review by Brooke Weston Trust.
- 3.2 It is the responsibility of the line manager to implement the procedure and to ensure that the procedure is communicated to probationers and that it is applied consistently.

4. What are the principles behind this policy?

- 4.1 The probation period is for six working months from the start date of employment (and may, in exceptional circumstances, be extended by up to three working months). For term time only staff it will be clarified at the start of employment when the probation period will end, where this spans the school summer holidays. Please see section 6 for more details about extending the probation period.
- 4.2 The probation procedure provides a consistent and fair framework for:
 - 4.2.1 Monitoring, supporting and reviewing the performance of new staff in relation to:
 - Quality of work and understanding of role
 - Attitudes and motivation
 - Conduct and Attendance

- Compliance with all policies and procedures particularly those relating to safeguarding and promoting the welfare of children and young people
- 4.2.2 Providing formal feedback and opportunity for discussion.
- 4.2.3 Dealing with inadequate performance, and misconduct issues.
- 4.3** Probationers who are within their probation period are not subject to the formal capability and sickness absence procedures. If issues of poor performance or sickness arise during the probation period, the probation meetings will normally be used to address such matters, although the same principles as set out in these policies will apply. For Disciplinary issues the usual Disciplinary Policy should apply.

5. Procedures

- 5.1** The line manager should, in normal circumstances conduct a total of 3 formal reviews with the probationer. Reviews should take the form of a confidential meeting between the line manager and probationer, in which there is opportunity for two-way discussion. Alternatively, in extreme circumstances, where there are cases of misconduct or gross misconduct by the probationer the procedure outlined in paragraph 6 will be followed.
- 5.2 The First Review: On completion of 4 weeks service**
- 5.2.1 The purpose of this meeting is for the line manager to evaluate the probationer's performance and discuss any key issues with them. If improvements in performance are required, there should be a discussion about how to make the necessary improvements within an agreed timescale, including appropriate management support/training.
- 5.2.2 Upon completion of this review meeting, the line manager should complete Part A (Appendix 1). This should then be signed by the line manager and the probationer. A copy should be given to the individual and a copy saved on the probationer's personnel file. The procedure provides the employee with an opportunity to put in writing concerns regarding the decision reached in the probationary review meeting. This is then referred to a senior member of staff who will carry out a review of the decision.
- 5.3 The Second Review: On completion of 3 months service**
- 5.3.1 The purpose of this meeting is to review the probationer's performance over the first 3 months. Where the previous review indicated that improvements in performance were required, the second review meeting should be used to consider the extent of any improvement that may have taken place.
- 5.3.2 Where the probationer has not met the required standards, they will be informed that continued failure to meet those standards could result in dismissal.
- 5.3.3 Upon completion of this meeting, the line manager should complete Part B (Appendix 1). This should be signed by the line manager and the probationer, and a copy should be given to the individual and a copy saved on the probationer's personnel file. The procedure provides the employee with an opportunity to put in writing concerns regarding the decision reached in the probationary review meeting. This is then referred to a senior member of staff who will carry out a review of the decision.
- 5.4 The Final Review: On completion of 5 months service**
- 5.4.1 Prior to the final review meeting, which normally takes place after the probationer has completed 5 months service, the line manager should consider whether:
- The probationer's appointment should be confirmed,
 - The probationary period should be extended because there are exceptional circumstances,
 - The probationer will be dismissed with statutory or contractual notice, whichever is the greater.

5.4.2 Where a dismissal is a possible outcome of the review meeting, the following preparation will be undertaken by the line manager:

- The probationer will be written to with details of the date, time and purpose of the review meeting
- The letter will state reasons why the performance has been unsatisfactory to date
- The probationer will be notified in writing of their right to be accompanied at the meeting by a workplace colleague or trade union representative.
- There will be an option to reschedule the meeting within 5 working days where a trade union representative is not available.
- The probationer will be notified in writing that this meeting could result in their dismissal, and arrangements made for the Principal to conduct the meeting (see 5.6).

5.5 Upon completion of the final review meeting, if the probationer has successfully completed the probationary period then the line manager will complete Part C (Appendix 1). This will be signed by the line manager and the probationer. The form should be placed on the probationer's personnel file with a copy provided to the individual. Please refer to the Data Protection Policy for reference to retention of data.

5.6 If a recommendation is made by the line manager to dismiss, a formal meeting will be held by the Principal. The probationer will have the opportunity to state their case, before any decision is made by the Principal concerning their employment. The Principal will write to the individual confirming the decision. There is right of appeal against a decision to terminate employment. Any appeal will be heard by an appeals panel made up of three senior members of staff from the Trust and/or representative of the governing body who have had no prior involvement in any former discussions. The probationer will have the right to be accompanied by a trade union representative or workplace colleague. This meeting will be arranged within 20 working days from receipt of the written notice of appeal.

6. Extending the Probation Period

6.1 Where the decision is to extend the probation period, this will normally be limited to one extension and the extension will be no longer than three working months. The line manager will complete Part D (Appendix 1).

6.2 Before extending the probation period, the line manager should seek HR advice. The line manager will confirm the terms of the extension in writing to the probationer, including:

- The length of the extension, the date on which the extension will end and dates of review meetings, adjusted according to the extension.
- The reason for the extension and, if the reason is unsatisfactory performance, details of how and why performance has fallen short of the required standards as set out in the Job Description.
- The performance standards or objectives that the employee is required to achieve by the end of the extended period of probation.
- Any support, for example, further training, that will be provided during the extended period of probation and a statement that, if the employee does not fully meet the required standards by the end of the extended period of probation, the employment will be terminated.

7. Policy Review

7.1 This policy will be monitored as part of the Academy's annual internal review and reviewed on a three-year cycle or as required by legislature changes. This will be undertaken in consultation with the recognised trade unions.

Appendix 1 – Probation Review Template

Employee Details

Name	
Job Title	
Start Date	
Line Manager	

Probation Review Period

Timetable for meetings				
	First Meeting: 4 weeks	Second Meeting: 3 months	Third Meeting: 5 months	Extension
Date				

Part A: First Meeting (4 weeks)

Review of:	Exceeds Expectations	As Expected	Below Expectation
Quality and accuracy of work			
Efficiency / work rate			
Attendance			
Timekeeping			
Work relationships (teamwork and interpersonal communication skills)			
Competency in the job			
Understanding of the job			

Further induction, support or training required

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Line Manager's Comments

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Employee's Comments

Part B: Second Meeting (3 months)

Review of:	Exceeds Expectations	As Expected	Below Expectation
Quality and accuracy of work			
Efficiency / work rate			
Attendance			
Timekeeping			
Work relationships (teamwork and interpersonal communication skills)			
Competency in the job			
Understanding of the job			

Further induction, support or training required

Line Manager's Comments

Employee's Comments

Part C: Final Meeting (5 months)

Review of:	Exceeds Expectations	As Expected	Below Expectation
Quality and accuracy of work			
Efficiency / work rate			
Attendance			
Timekeeping			
Work relationships (teamwork and interpersonal communication skills)			
Competency in the job			
Understanding of the job			

Line Manager's Comments

Line Manager Assessment

<input type="checkbox"/>	Appointment confirmed
<input type="checkbox"/>	Probation is extended until date: _____
<input type="checkbox"/>	Recommendation to the Principal that probationer is dismissed (further meeting to be arranged)

Employee's Comments

Line Manager Signature	
Date	
Employee Signature	
Date	

Part D: EXTENSION PERIOD UNTIL DATE: _____

Review of:	Exceeds Expectations	As Expected	Below Expectation
Quality and accuracy of work			
Efficiency / work rate			
Attendance			
Timekeeping			
Work relationships (teamwork and interpersonal communication skills)			
Competency in the job			
Understanding of the job			

Line Manager's Comments

Line Manager Assessment	
<input type="checkbox"/>	Appointment confirmed
<input type="checkbox"/>	Recommendation to the Principal that probationer is dismissed (further meeting to be arranged)

Employee's Comments

Appendix 2 – New Teacher Review Meetings

Employee Details

Name	
Job Title	
Start Date	
Line Manager	

Review Period

Timetable for meetings			
	First Meeting: 4 weeks	Second Meeting: 3 months	Third Meeting: 5 months
Date			

First Meeting (4 weeks)

Support or training required

Line Manager's Comments

Employee's Comments

Second Meeting (3 months)

Support or training required

Line Manager's Comments

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Employee's Comments

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Final Meeting (5 months)

Support or training required

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Line Manager's Comments

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Employee's Comments

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Line Manager Signature

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Date

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Employee Signature

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Date

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