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## Probation Procedure for All Employees

Our mission is “to deliver excellence in education and to transform lives through learning”, bringing to life our core values of empowerment, enterprise, connectedness and transformation. We work hard to ignite confidence, expand opportunities, energise the community and generate prosperity.

These values are further supported by [our learning philosophy](#), rooted in the dynamics between the brain, motivation and our emotions.

### Policy Statement

This policy sets out a probationary procedure for all new employees.

### Principles

It is the organisation's policy to operate probationary periods for all new employees.

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# Probation Procedure for All Employees

## 1. Terms of Reference

- 1.1. This procedure applies to employees regardless of their permanent, fixed-term, full or part-time status.

## 2. Introduction

- 2.1. It is the responsibility of the line manager to implement the procedure and to ensure that the procedure is communicated to employees and that it is applied consistently.
- 2.2. The probation period is for 6 months from the start date of employment and may be extended by an additional 3 months, or longer if the extension period includes school holidays (see section 4.8).
- 2.3. The purpose of the probation period is to enable an assessment to be made regarding a employees suitability for the job for which they have been employed. The probation procedure provides a consistent and fair framework for:
  - 2.3.1. Monitoring and reviewing the performance of new employees 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
    - Health and safety
  - 2.3.2. Providing feedback and opportunity for discussion.
  - 2.3.3. A structured approach to address any concerns linked to 2.6.1.
- 2.4. The capability, disciplinary and sickness absence policies and/or procedures do not apply during the probation period. If issues of conduct, poor performance or sickness arise during the probation period, the probation procedure will normally be used to address such matters. Where allegations have been made against an employee within their probation period, a management investigation will be conducted into the matter. In cases of alleged serious misconduct, the employee may be suspended pending an investigation.
- 2.5. During the probation period notice of termination of contract for employer and employee is one calendar month.
- 2.6. The following employees are excluded from a probationary period:
  - When transferring between Academies within a Trust
  - Following an internal promotion
  - Following any variations to the terms and conditions of employment
  - Early Career Framework Teachers (ECT) where separate arrangements exist
  - The ECT induction arrangements and the Appraisal Policy for teachers will run concurrently with the probation period. The line manager will normally be the induction

tutor/appraiser. Where deemed necessary the probation procedure will take precedence over the Appraisal Policy.

### 3. Equality and Diversity

- 3.1. The procedure will be operated in accordance with our Equality and Diversity 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.

### 4. The Procedure

- 4.1. The line manager is responsible for ensuring that the employee is properly monitored during the probation period and meetings and paperwork are completed in a timely manner. The employee will be provided with a copy of the procedure and indicative dates for the probation meetings. In the event that the employee's standards fall below expectations, the line manager is responsible for initiating and taking action in accordance with this procedure.

- 4.2. The line manager should, in normal circumstances, conduct three reviews with the employee. Reviews should take the form of a confidential meeting between the line manager and the employee, in which there is an opportunity for two-way discussion.

- 4.3. In exceptional circumstances, where there are serious concerns over the suitability of an employee, the line manager may decide to progress straight to the final review and omit the second review, or to reduce the time between the review meetings. Such concerns may include substantiated safeguarding or health and safety concerns or substantiated allegations that may constitute gross misconduct.

- 4.4. **The First Review:** To be completed within weeks 4 to 6 weeks of the employee's start date.

The purpose of this meeting is for the line manager to evaluate the employee's performance and discuss any key issues. If performance improvements are required, full details should be given, including appropriate management support/training.

Upon completion of this review meeting, the line manager should complete the Probation Period Review Form (Appendix 1). This should be signed by the line manager and the employee. A copy should be given to the employee and a copy saved on the personnel file.

- 4.5. **The Second Review:** On completion of 3 months service.

The purpose of this meeting is to review the employee's performance over the first 3 months. Where the first review indicated that improvements in performance were required, the second review meeting should be used to consider the extent of any improvement that may or may not have taken place.

Where the employee has not met the required standards, they will be informed that continued failure to meet those standards could result in dismissal.

Upon completion of this meeting, the line manager should complete the Probation Period Review Form (Appendix 1). This should be signed by the line manager and the employee, and a copy should be given to the employee and a copy saved on the personnel file.

**4.6. The Final Review:** On completion of 5 months service.

Prior to the Final Review meeting, which normally takes place after the employee has completed 5 months service, the line manager should decide whether:

4.6.1. The employee has passed probation or;

4.6.2. The probation period is extended due to exceptional circumstances. Consideration to extend may include the following, but this is not an exhaustive list:

- Performance concerns have not been fully addressed but there is a reasonable expectation that satisfactory performance standards may be met by the end of an extension of the probation period.
- The employee has had an extended period of permitted absence and it has not been possible to assess performance.
- Other exceptional circumstances.

4.6.3. Recommendation to HR at a formal hearing that the employee is dismissed.

**4.7. The employee has passed probation**

Upon completion of the final review meeting, if the employee has passed probation the line manager will complete the Probation Period Review Form (Appendix 2). This will be signed by the line manager and the employee. The form should be placed on the employee's personnel file with a copy provided to the employee.

**4.8. The Probation period is extended**

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 3 months unless the extension period includes school holidays, in which case it may be longer.

Before extending the probation period, the line manager will normally seek HR advice. The line manager will confirm the terms of the extension in writing to the employee, 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.
- 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.

There is no right of appeal to the extension of a probation period.

#### 4.9. **Formal Hearing**

If the line manager decides to recommend to HR at a formal hearing that the employee is dismissed then they will write to the employee to inform them as soon as practicably possible, at least 5 working days in advance, setting out:

- a) The date, time, and place of the formal hearing.
- b) That the purpose of the formal hearing is to recommend dismissal and the reasons why.
- c) The employee's right to be accompanied by a companion.
- d) The titles of enclosed copies of any documents which may be considered.
- e) The name and position of any other person present at the meeting e.g., note-taker or HR Adviser.

The employee must advise the line manager of the following at least 3 working days in advance of the formal hearing:

- a) The name of any companion.
- b) Any written documentation to be considered.

The employee, who may be accompanied by a companion, will have the opportunity to state their case before a decision is made.

The Chair may decide:

- a) To terminate employment from the date of the formal meeting with probation period notice.
- b) Extend the probation period. This will revert the process back to the line manager.
- c) Consider deployment to a suitable available alternative post (in which case a new shortened probation period will be put in place and the schedule and number of review meetings adjusted accordingly).

The Chair will write to the employee confirming the decision within 5 working days of the hearing.

## 5. **Right of Appeal**

- 5.1. The employee has a right of appeal against a decision to dismiss.
- 5.2. An appeal should be made in writing to HR, stating the grounds for appeal in full, within 5 working days of the date of the written decision.
- 5.3. An appeal will be considered by a senior manager who shall not have any previous involvement in the case.
- 5.4. The senior manager considering the appeal will write with their decision to the employee within 10 working days of receipt of the appeal. There will be no further right of appeal.

## Appendix 1: Probation Period Review

Review Meeting	First	Second	Final	Extension
Date				

This form should be completed by the employee's line manager after each review meeting. This should be signed by the line manager and the employee, and the original placed on the personnel file with a copy to the employee.

<b>Employee's name</b>			
<b>Start date</b>			
<b>Job title</b>			
<b>Line manager's name</b>			
<b>Line manager's job title</b>			
<b>Review of:</b>			
	<b>Exceeds expectations</b>	<b>As expected</b>	<b>Below expectation</b>
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			
<b>Line manager's comments</b>			
<b>Employee's comments</b>			
<b>Objectives for next review</b>			

<b>Line manager's signature</b>	
<b>Date</b>	
<b>Employee's signature</b>	
<b>Date</b>	

## Appendix 2: Probation Period Review (For Completion Following Final Review)

Probation passed:

<b>Line manager's comments</b>

Probation extended:

If the probation is extended, then an account of the concerns and a support plan for the extension period will be attached to this form.

<b>Line manager's comments</b>

Formal hearing: Recommendation to the Headteacher that the employee is dismissed

A statement of reasons will be attached to this form.

<b>Line manager's signature</b>	
<b>Date</b>	
<b>Employee's signature</b>	
<b>Date</b>	