

Probation Policy and Procedure

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Date: September 2019

Last reviewed on:

Next review due by:

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PROBATION POLICY AND PROCEDURE

1 INTRODUCTION AND SCOPE

- 1.1 The Trust acknowledges that for all new staff the probationary period of employment is an important time for them to settle into their new role and working environment. Therefore, all new staff should receive appropriate support from their line manager during this time in the form of regular one to one meetings.
- 1.2 This policy does not apply to agency workers or any contracted or self-employed workers.

2 PURPOSE

- 2.1 The purpose of probationary periods is to ensure that:
- The performance, conduct, attendance, timekeeping and training/support needs are assessed fairly, consistently and equally
 - Managers provide new staff with the appropriate support, guidance, encouragement and feedback
 - New staff are encouraged to fully participate in the probation process and have input into the objectives and targets and also provide updates in relation to progress against agreed objectives

3 LENGTH OF PROBATION

- 3.1 The length of probation shall be:

Category	Probation Period	Review 1	Review 2	Review 3 (Final)
Teaching Staff	24 Teaching Weeks	4 Teaching Weeks	12 Teaching Weeks	20 Teaching Weeks
Support Staff	24 Teaching Weeks	4 Teaching Weeks	12 Teaching Weeks	20 Teaching Weeks
Management	24 Teaching Weeks	4 Teaching Weeks	12 Teaching Weeks	20 Teaching Weeks

4 INTRODUCTORY MEETING

- 4.1 The line manager shall:
- Clarify the duties and responsibilities of the new employee in line with the job description. This should include:
 - Key aspects of the role, structure of the department and how it fits within the Trust structure
 - Skills/competencies required/that must be acquired
 - Standard of work expected (quality and quantity)
 - Deadlines to be met
 - Behaviour/conduct (including timekeeping and attendance)
 - Working relationships
 - Working environment
 - Training/development needs

- Any other issues specific to the role/grade

- 4.2 Explain how objectives will be monitored and measured and how frequently this will be done.
- 4.3 Identify and provide relevant training/development (this may be attendance at internal/external courses, identifying a mentor or providing on the job training) and provide the employee with a copy of their Induction Programme and relevant dates for identified training including all safeguarding and Positive Handling training.
- 4.4 Agree and set dates for further reviews (formal and informal) during the probation period.

5 OBJECTIVES

- 5.1 The objectives will be statements of what should be achieved in the role (including how and when) within the employee's probationary period to ensure they have a full understanding of the requirements of the role. These objectives should be agreed soon after appointment (ideally within the first week) in a discussion between the employee and their line manager.
- 5.2 The objectives should be specific to the activities of the new employee as detailed in their job description and should be clearly defined to avoid misinterpretation.
- 5.3 The objectives should be clear and measurable. Line managers should therefore indicate how the objectives will be measured and what indicators they will use to check whether objectives have been met.
- 5.4 The line manager shall give the employee appropriate support/guidance (including training) necessary to help them achieve the set objectives.
- 5.5 The objectives should be linked to a timescale and the line manager should arrange review meetings at appropriate points throughout the probation period to reflect the timescale of objectives set.

6 PROBATION MEETINGS

- 6.1 This probation policy introduces a number of probation meetings to ensure regular two-way communication between the employee and line manager allowing timely action to be taken in the early stages of appointment.
- 6.2 There shall normally be a minimum of 3 formal probation meetings during the probation period with the final meeting at the beginning of the final month of the employee's probationary period.
- 6.3 Line managers should arrange formal probation meetings in advance with the employee so that both parties have time to prepare in advance.
- 6.4 Probation meetings should take place in an uninterrupted environment allowing sufficient time in the meeting for both parties to contribute constructively to the discussion
- 6.5 Line managers are advised to hold frequent informal meetings with their employee in order to ensure a good working relationship and feedback on the employee's progress. These meetings can be as frequent as required by either party and an employee can ask for additional support in the form of a mentor if appropriate.
- 6.6 As part of the review, line managers should:

- Provide constructive feedback on performance/achievements to date against objectives set at induction
- Review timekeeping/attendance, including sickness absence
- Review/agree training/development needs
- Identify aspects of performance/conduct that require improvement
- Explore any problems the employee has encountered in their role
- Provide guidance /support as appropriate
- Introduce/agree any changes to the objectives set
- Set next review meeting

- 6.7 A copy of the probation meeting documentation should be given to the employee and be recorded electronically in accordance with the Trust's current HR electronic management system.
- 6.8 It is the line manager's responsibility to ensure that reviews are conducted within the timescales described in this policy.

7 EXTENSION OF PROBATION PERIOD

- 7.1 The line manager, may, after discussion with Human Resources, seek to extend an employee's probationary period where performance, actions and/or conduct have been identified as not meeting the required standards.
- 7.2 Employees will be formally notified in writing of an extension to their probationary period by Human Resources and will include a clear outline of areas where improvement and/or action is required within an agreed timeframe.

8 CONFIRMATION OF APPOINTMENT

- 8.1 If the employee's performance, conduct, timekeeping and attendance have been satisfactory and fully meet the Trust's expected standards for the role the line manager on completion of the final probationary review shall recommend to Human Resources that the employee should be formally confirmed in post.
- 8.2 Employees will be advised in writing of the successful completion of their probation period.
- 8.3 Employees will not be deemed to have passed their probationary period of employment unless they have received written confirmation from Human Resources.

9 TERMINATING EMPLOYMENT

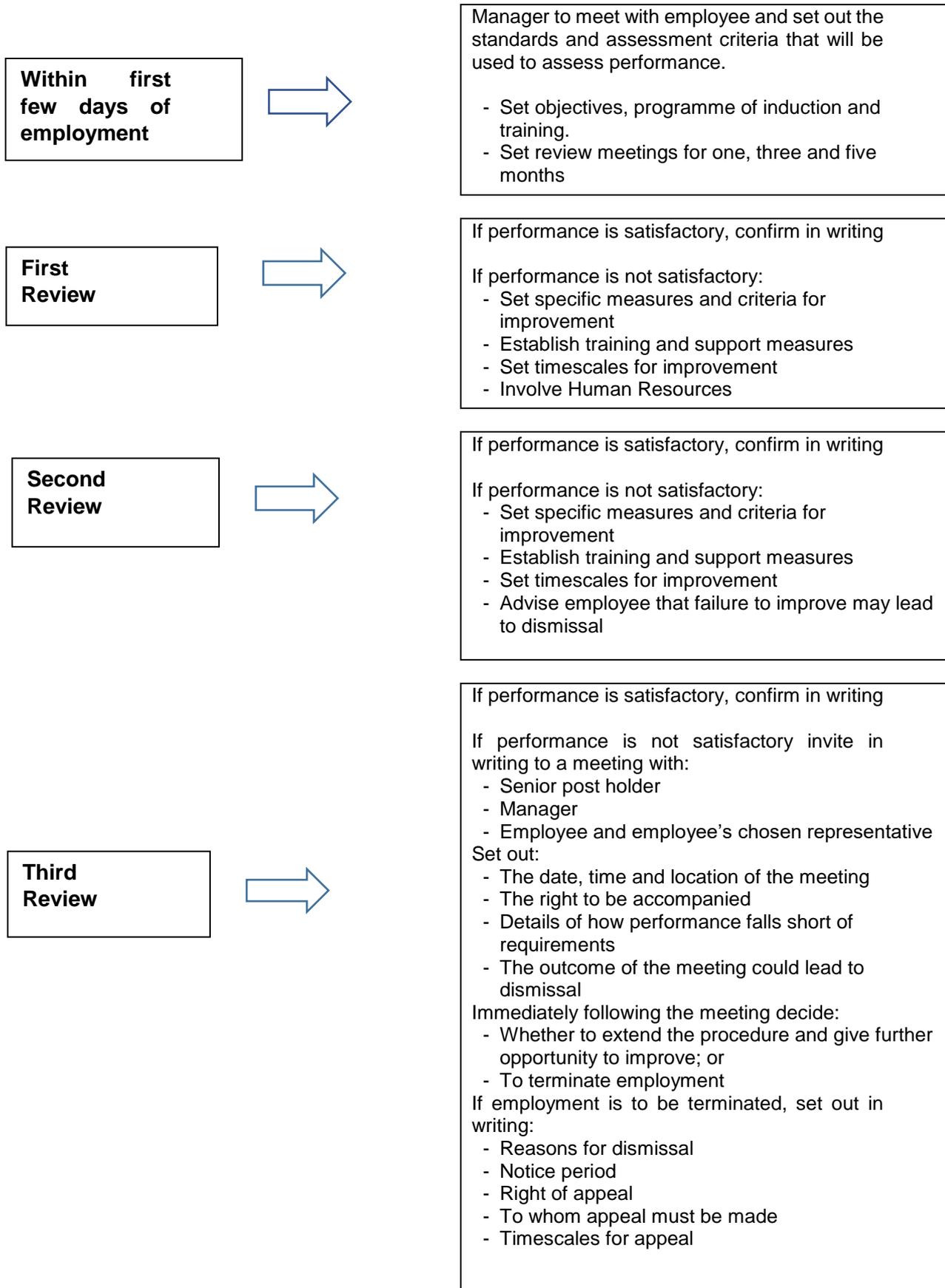
- 9.1 Where performance or required actions have failed to reach the standards required by the line manager, and where reasonably considered there is very little likelihood of the employee being able to reach the required standards within reasonable timeframes, despite additional support and/or training the line manager should advise the employee that they may not be confirmed in post.
- 9.2 If this is the case, Human Resources will arrange a meeting between the Executive Head Teacher, the line manager and the employee. The employee has the right to be accompanied at this meeting by either a workplace colleague or Union Representative. The line manager will present their case detailing their recommendation that employment is terminated. The employee will be given an opportunity to state their case for the Executive Head Teacher to consider.

- 9.3 The Executive Head Teacher will confirm their decision to the employee as soon as reasonably practical and normally within 5 working days of the meeting.

10 RIGHT OF APPEAL

- 10.1 An employee has the right of appeal against any termination action taken against them.
- 10.2 The grounds for appeal must be stated clearly in writing and submitted to the Head of School within 10 working days of receiving the decision to terminate employment.
- 10.3 An appeal hearing will be convened without reasonable delay and heard by the Chair of Governors or may be delegated to another senior manager within the Trust who has not been involved in the original meeting. The employee has the right to be accompanied at this meeting by either a workplace colleague or Union Representative
- 10.4 The decision of the appeal hearing will be communicated in writing to the employee within 10 working days.
- 10.5 The decision of the appeal is final and there will be no further internal process available.

FLOW CHART OF PROBATION PROCESS



Right of Appeal



Employee may make appeal in writing within 10 working days of receiving written confirmation of dismissal.

The Executive Headteacher will hear the appeal and this decision is final. Written confirmation of decision to be sent within 5 working days of appeal meeting