

Probationary Policy & Procedures

Support Staff

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Part One – Policy

1. Policy Statement

The Trust is committed to providing a smooth and supportive working environment. It is the Trust's policy to require all new members of support staff to undertake a period of probation when they commence employment.

The probationary period is six months and operates in conjunction with the induction and initial training offered to new employees. The School holidays are not included within the probationary period unless the employee is contracted to 52.14 weeks.

This policy is intended to allow both the employee and the Performance Manager to assess objectively whether the individual is suitable for the role. This includes, and is not restricted to: attendance, performance, conduct and satisfactory pre-employment checks,

Concerns will be addressed at an early stage with support measures put in place. Should the required improvements not be made the probationary period may be extended or if performance remains unsatisfactory termination of employment may be considered.

Should an employee's performance and conduct be satisfactory their employment will be confirmed in writing.

2. Purpose

This policy is intended to support and guide staff and enable managers to manage employee performance and conduct in a way which is fair and consistent.

The Employee's performance will be monitored and supported by their Performance Manager. The employee is expected to fully contribute to the process. During this period the employee should be able to:

- Understand the Trust, their allocated School/Academy and their own role and how these fit together
- Understand the expectations, standards, behaviours and job tasks required for their role and how to fulfil these
- Reach a level of performance which is satisfactory to the Trust.

3. Scope

This procedure applies to all permanent and fixed term support staff in the Trust.

Employees with prior service in other schools, maintained schools and other local government employers will be required to undertake a probationary period with the Trust.

4. Terms of Employment

During the probationary period, employees will be subject to all the terms and conditions of their contracts of employment.

All staff that are within a probationary period will not be entitled to a salary increment until they have successfully completed their probation.

5. Responsibilities

The CEO/Headteacher has overall responsibility for the internal organisation, control and management of the policy. The CEO/Headteacher can delegate responsibilities to another member of staff. The members of the Senior Leadership Team (SLT or designated senior manager) have responsibility for the internal organisation, control and management of their area or responsibility.

Under this policy the Performance Manager has responsibility for conducting/reviewing and monitoring the new Employee's performance and progress during the probationary period.

6. Confidentiality

Information about performance and conduct will be handled carefully and in accordance with the Data Protection Act 1998 to ensure sensitive details remain confidential.

7. Equal Opportunities

The Probationary procedure must be applied fairly and in accordance with employment law and the Trust's Equal Opportunities Policy.

Part 2 – Procedure

8. Structured Probationary Review Meetings

During the six month probationary period, three formal meetings between the Employee and Performance Manager should take place to discuss the employee's progress.

Meeting 1: Within First Two weeks of Employment

Soon after an employee commences in the role, the line manager should formally meet with the employee and set standards of performance and conduct required.

Meeting 2: Three month Employment Assessment

This meeting is half way through the probationary period and therefore a good opportunity to a review progress and make future objectives.

Meeting 3: Five Month Employment Assessment

This meeting is towards the end of the probationary period and as such could be the final review to consider the overall performance during the first 6 months of employment.

A record of performance and progress should be completed.

Regular informal meetings between the line manager and employee are encouraged. The Employee should reflect on their own performance and raise any concerns. The Performance Manager should make note of all meetings and agreed actions and copies of formal review meetings to be placed in the employee personnel file.

9. Confirming a Satisfactory Probation Period

Towards the end of the probationary period the final review meeting is to consider the overall performance. Should the employee's performance be deemed as satisfactory, successful completion of their probationary period will be confirmed in writing.

10. Concerns during the Probationary Period

Where concerns become apparent they will be raised at the earliest opportunity with the aim of supporting the employee to improve their performance or conduct.

The employee should be made aware that should the required improvements not be made their employment may be terminated.

The Performance Manager will seek advice from HR and refer to the Headteacher/Principal.

11. Extending the Probationary Period

The maximum extension of probation period is up to a further 3 months, to further enable the employee to attain the required standard.

The employee should be made aware that if the required improvements are not met their employment may be terminated.

Towards the end of the extension a final review meeting will take place. Should performance be deemed satisfactory the employee will receive written confirmation of the successful completion of their probationary period.

Where probation has been extended a salary increment will not be awarded.

Confirmation of satisfactory probation period is also subject to complete paperwork submitted to HR for the personnel file.

12. Terminating Employment during the Probationary Period

To give the employee the fullest opportunity to meet the required standard the Trust's policy is to allow the employee to complete the designated period of probation.

If there is clear evidence or information that comes to light that may be so serious as to call into question the employee's suitability for the role, the Trust may convene a hearing and terminate the employment prior to the end of the probation period. Suspension may be considered pending investigation.

The employee will be invited to attend a probationary hearing. The outcome of the hearing will be confirmed in writing to the employee within a reasonable timeframe.

Part 3 – Employee Rights

13. Right of Appeal

An employee may appeal against a decision to dismiss. The employee must set out the grounds of their appeal, in writing, to HR within five working days of receiving the written confirmation of dismissal.

The appeal will be heard by the Local Governing Body. The decision of this panel is final and there is no further right of appeal.

A letter confirming the decision will be sent to the employee within a reasonable timeframe.

14. Right of Representation

An employee has the right to be accompanied by a Trade Union representative or workplace colleague at any formal meeting.

If the employee's workplace colleague or Trade Union representative is unavailable to attend the meeting, the meeting can be deferred by up to five working days from the date of the original meeting.

Should the employee fail to attend, without sufficient reason, or fail to appoint a representative in their absence, a decision will be made based on the evidence available at the time.

The employee can provide a written support statement to the panel and send their trade union/professional association representative or work colleague on their behalf.

The Chair of the panel should confirm the decision in writing

15. Record Keeping

Notes will be taken at the hearing and appeal meeting and shared with the employee to check and comment on the accuracy of the minutes.

Meeting 1: Setting Performance Objectives

Name:		Line Manager:	
Start date:		Review Date:	

Objective One:	
Action(s):	
Measure(s):	

Objective Two:	
Action(s):	
Measure(s):	

Objective Three:	
Action(s):	
Measure(s):	

Three Month Performance Review

Name:		Line Manager:	
Start date:		Review Date:	

Objective Three:		
<u>Line Manager comment(s):</u>		<u>Employee Comment(s)</u>

Objective Two:		
<u>Line Manager comment(s):</u>		<u>Employee Comment(s)</u>

Objective Three:		
<u>Line Manager comment(s):</u>		<u>Employee Comment(s)</u>

Future Objectives

Objective Four:		
Action(s):		Measure(s)

Objective Five:		
Action(s):		Measure(s)

Objective Six:		
Action(s):		Measure(s)

Line Manager:..... Date:.....

Employee:..... Date:

Five Month Employment Review

Name:		Line Manager:	
Start date:		Review Date:	

<i>(please tick)</i>	Improvement required	Satisfactory	Good	Excellent
Quality and accuracy of work				
Efficiency				
Attendance				
Time keeping				
Work relationships (team work, interpersonal and communication skills)				
Competency in the role				
Have the objectives identified for the probationary period been met?	YES / NO	If NO, please provide details		
Have any training/development needs identified for the probationary period been addressed?	YES / NO	If NO, please provide details		
Summarise the Employee's performance and progress over the period				
Is the Employee's appointment to be confirmed?	YES / NO			
If No, provide details of reasons below and summarise action taken to address any difficulties				
Should the Employee's probationary period be extended?	YES / NO			
If YES, provide specific areas of improvement required and how these will be monitored.				
Employee Comment(s)				

Line Manager:..... Date:.....

Employee:..... Date: