



IRONSTONE ACADEMY TRUST

Probationary Policy for Academy based support staff

January 2019

Adopted By: IAT

Date: July 2016

Review Date	Type of Review	Comments
18.01.19	Reviewed	

Probationary Periods

1.0 Introduction

- 1.1 The purpose of the probationary period is to enable a manager objectively to assess the conduct, performance and attendance of a new employee to establish suitability or otherwise for appointment to a post.
- 1.2 The probationary period includes a series of one to one meetings to ensure regular two-way communication between the direct manager and the new employee, allowing timely action to be taken on any problems that might arise in the crucial early stages of the employment.
- 1.3 This policy must be applied fairly to all employees irrespective of disability, gender, race, religion, age, sexual orientation or marital/civil partnership status.

2.0 Scope

- 2.1 All new employees to the Academy, including those with previous continuous Local Government Service, will be subject to a 6 month probationary period.
- 2.2 Throughout the probationary period the academy disciplinary procedures will not apply. Disciplinary issues will be raised at the regular review periods through this procedure.

3.0 Aim

- 3.1 To ensure all these new employees to the academy are supported and objectively assessed from commencement so that any problems are resolved within the first 6 months and where resolution is not possible employment is terminated.

4.0 Confirmation of Appointment

- 4.1 Confirmation of appointment is dependent upon the satisfactory completion of the probationary period. If a new employee's conduct, performance, timekeeping or attendance during the probationary period is not satisfactory, the employment may be terminated.
- 4.2 Employment may be terminated at any time during the probationary period in the case of misconduct, performance or unsatisfactory attendance where it is evident that the required standard will not be reached before the end of the probation period.

5.0 Role of Manager

- 5.1 The probationary period must be properly planned if it is to be effective. The manager must ensure that new employees are given instruction, guidance and reasonable assistance in settling into a new job.
- 5.2 The employee should be clear about the expected standards of conduct and performance.
- 5.3 Performance should be carefully monitored, shortcomings highlighted and the need to improve made clear, and supported by full documentation.
- 5.4 The manager needs to ensure the employee is aware that two-way communication must take place throughout the probationary period.
- 5.5 If either the manager or the employee identifies problems, they must be highlighted and discussed.
- 5.6 The manager is responsible for arranging probationary interview sessions and for ensuring they are in a confidential environment.

6.0 Role of the Head Teacher

- 6.1 The Head Teacher should ensure that any probationary periods within their academy are correctly adhered to and that new employees receive adequate guidance and training to perform the role to which they have been appointed.
- 6.2 Further advice for the Head Teacher or the manager is available from Human Resources.

7.0 Procedure

- 7.1 During the 6 months probationary period, objective assessments should be conducted after 1, 3 and 5 months. The manager should meet with the employee to discuss the assessments.

7.2 The Assessment Form

- The manager must complete this form (Appendix A) in detail at each of the 3 review meetings.
- Any aspects of conduct or performance, which may need improvement must be highlighted and discussed with the employee.
- Timekeeping and attendance, including sickness absence should be reviewed, any problems identified and any improvements needed highlighted.
- Appropriate advice, assistance and any future training requirements must be identified.

- Good performance should be noted and praise given for achievements to date.

7.3 First Review Meeting

- At the first review meeting (1 month) the manager should discuss the progress to date and highlight any areas of work where there appears to be a need for improvement.
- Deadlines, goals and general timescales should be explained and understood by the employee.
- This should be recorded on the assessment form.

7.4 Second Review Meeting

- At the second review meeting (3 months) if there are serious concerns regarding an employee's performance or attendance they should be discussed with the employee and the employee informed of the consequences if an improvement is not made.
- If there are serious concerns at this stage a representative from Human Resources should be involved and the employee should be given the right to be accompanied by their trade union representative or a work colleague.
- If the period to date is satisfactory, this should be discussed with the employee and recorded on the assessment form.

7.5 Final Review Meeting

- At the end of the 5-month period, a further review meeting should take place between the line manager and the employee.
- If there are concerns at this stage a representative from Human Resources should be involved and the employee should be given the right to be accompanied by their trade union representative or a work colleague.
- Having concluded the review the Manager should make recommendations to the Head Teacher as to whether or not the employee is confirmed in post.
- Where a review is satisfactory this should be communicated directly by the manager to the employee and confirmed in writing.

7.6 Extensions to probationary periods

- There may be occasions when an employee has not been performing satisfactorily but it is considered that a further short period of probation may enable them to reach a satisfactory standard.
- Any extension to a probationary period should not exceed a period of a further 12 weeks.
- During an extension period further review meetings with the employee and the manager should take place on a monthly basis.

- Employees will be given the right to appeal against any extension to the probationary period.

7.7 Outcomes of final review meeting

- Subject to satisfactory reviews, and satisfactory extensions where appropriate, the employee should be confirmed in post and notified of such in writing.
- A copy of this confirmation should be sent to Employee Services (payroll) for retention on the employee's personal file.
- Where an employee's progress is not satisfactory and the Manager is considering taking action to terminate the contract of employment, the following steps must have been followed: -
 - Shortcomings must have been discussed directly with the employee.
 - Suitable instructions/training must have been identified and provided.
 - An opportunity for improvement in performance must have been given.
- The Manager should forward the recommendation to dismiss, to the Head Teacher, who will make arrangements to hear the case.
- The Head Teacher should arrange a formal meeting in accordance with the guidance below.

8.0 Formal Probationary meeting

- 8.1 The Head Teacher should write to the employee inviting them to a meeting. This letter should:
- Allow 5 working days notice of the meeting date.
 - Inform the employee of the right to be accompanied by their trade union representative or a work colleague.
 - Specify the aspects of performance or conduct, which are unsatisfactory.
 - Forewarn the employee that the outcome of the meeting may be termination of the employment.

Arrangements should also be made for a representative from Human Resources to be present to advise on procedure.

- 8.2 The manager will present the information to date and the employee should be given the opportunity to respond.
- 8.3 The Head Teacher will adjourn the meeting to consider the information presented.

- 8.4 The meeting will be re-convened and the outcome communicated to all parties. The Head Teacher must confirm this in writing, within 5 working days of the meeting and send a copy to Employee Services (payroll) to be retained on the employee's personal file.
- 8.5 If a decision is made to dismiss the employee they must be given the right to appeal against the decision. This should be communicated at the meeting and included in the letter of confirmation.
- 8.6 Should the employee exercise their right to appeal they must do so in writing, to the Head Teacher within 10 working days of the date of the dismissal letter, stating the basis of the appeal.
- 8.7 The relevant committee of the Governing Body will hear the appeal.

Appendix A

Probation Period Assessment Form

At each review period, the manager should complete this form, with the employee.

Employee Name:				
Job Title:				
Academy:				
Head Teacher:			Manager:	
Date of Reviews-	Review after 1 month - Date:			
	Review after 3 months - Date:			
	Review after 5 months - Date:			
Comment on:	Improvement Required	Average	Good	Excellent
Quality & accuracy of work				
Efficiency				
Attendance				
Timekeeping				
Work relationships (comment on team work and interpersonal and communication skills)				
Where any areas require improvement give details below:				
Outline any plans or training opportunities to improve performance:				
Outline the employees views on the job, work environment:				

Summary of employee's overall performance:		
Only complete at 5 months' review – Recommendation - Is the employee to be confirmed in post?	Yes	No
If No, give reasons below:		
Only complete at 5 months' review - Should the employee's probationary period be extended to allow time for improvement?	Yes	No
If yes, please specify the date on which the employee will complete the extended period and specify the improvement required and how this will be achieved:		
New probation period will be complete on (only complete if applicable):		
Employee's signature:		
Manager's signature:		
Date:		

Probation Policy – Letter extending an employee’s probation period

Date

Name

Address

Dear (Mr, Mrs, Ms V Smith)

Extension to probationary period

I am writing to you further to our meeting held on (*date of meeting) in connection with your probationary period.

As you are aware, during the course of your probationary period we have had meetings where I have spoken to you in connection with areas of your work that have been unsatisfactory. You have been given a chance to improve (*and were given further coaching/training/direction). Despite this support, you have still not reached the standards that the academy requires from employees in your position. For this reason, you were invited to a meeting on (*date of meeting) to discuss your performance. This meeting was held in line with the academy policy on probationary periods.

As a result of discussions we had at the meeting, I have decided that your probationary period will be extended by (*weeks/months) until (insert date).

I will continue to monitor your work and performance and your progress will be formally reviewed at the end of the extended probationary period. You agreed at the meeting that you would strive to improve your performance. However, if you fail to make sufficient progress either during or by the end of your extended probationary period this is likely to result in your dismissal. Please be aware that the academy may not be prepared to extend your probationary period again.

You have the right to appeal against my decision to extend your probationary period. If you wish to appeal, you should do so in writing, to the Head Teacher, within 10 working days of the date of this letter, stating the grounds for your appeal. The relevant committee of the Governing Body will hear your appeal.

Yours sincerely

*include appropriate dates, wording etc

Probation policy – letter confirming satisfactory probation period

Date

Name

Address

Dear (Mr, Mrs, Ms V Smith)

Satisfactory completion of probation period

I am writing to confirm that you have successfully completed your probationary period and therefore I have pleasure confirming your appointment as a (*job title

I look forward to your continued employment with this academy.

Yours sincerely

Head Teacher

Probation policy – Letter confirming dismissal following probationary period

Date

Name

Address

Dear (Mr, Mrs, Ms V Smith)

Unsuccessful probationary period

I am writing to you further to the completion of your probationary period of employment which (*was extended on and which extended period) concluded on(date).

As you are aware, during the course of your probationary period it was highlighted to you on ...(dates.....) that your performance was unsatisfactory. You were subsequently given a chance to improve (*and were given appropriate training/coaching/direction). Despite this support, however, you have not reached the standards that the academy requires from employees in your position.

For this reason you attended a formal meeting, withandfrom Human Resources, on ..(date)..... to discuss the problem of your continuing unsatisfactory performance. At this meeting taking all information into account, a decision was made to terminate your employment.

Your dismissal will take effect on ..(date).. upon completion of your notice period.

Or

Your dismissal will take effect as of today's date ...(state date).. and the academy will make you a payment in lieu of notice.

You have the right to appeal against the decision to dismiss you. If you wish to appeal, you should do so in writing, to me, within 10 working days of the date of this letter, stating the grounds for your appeal. The relevant committee of the Governing Body will hear your appeal.

Yours sincerely

Head Teacher