



# Truro and Penwith **Academy Trust**

## Probation Policy

- 1.1 Truro and Penwith Academy Trust is committed to ensuring all new members of staff are given appropriate support to help them reach an acceptable standard of performance and conduct in order that their appointment to the Trust be substantively confirmed.
- 1.2 Equality and Diversity: The Trust treats equality of opportunity seriously and has a clear and transparent policy that is applicable to staff, in order to promote and ensure equality of opportunity. All staff are required to read and understand this procedure.

## **2. INTRODUCTION**

- 2.1 This procedure applies to all new members of staff (excluding employees subject to TUPE).
- 2.2 This policy is intended to allow both the new staff member and line manager to assess objectively whether or not the staff member is suitable for the role. The Trust believes that the use of probationary periods increases the likelihood that new staff members will perform effectively in their employment.
- 2.3 The Trust reserves the right to review each case on an individual basis and vary any part of this procedure on a case by case basis

## **3. THE PROBATIONARY PERIOD**

- 3.1 This procedure is designed for members of staff who are new to the Trust (excluding employees subject to TUPE) and will be used within the first 6 months of their appointment and during any extension to probation.
- 3.2 The line manager will review and assess the staff member's performance, capability and suitability for the role during the staff member's probationary period through an agreed series of informal meetings. A clear record should be made of each meeting. At the end of 3 months a review meeting of progress so far should be recorded using the Stage 1 form, or equivalent, contained in this procedure.

When completed, a copy of the record should be given to the staff member and a copy added to their HR file. Further informal meetings should be held as needed to support and monitor performance, and, a further review meeting will take place at the end of the probationary period using the Stage 2 form, or equivalent, contained in this procedure, with the form again given to the staff member and copied to their HR file.

- 3.3** There is a responsibility on both the line manager and staff member to hold and attend the review meetings. Where a staff member is unable to attend a review meeting the line manager may extend the probationary period in writing and offer an alternative date for a meeting.
- 3.4** The capability procedure and dismissals procedure do not apply during the probationary period. Any concerns with performance or conduct and/or any dismissal should be addressed using the probationary procedure in the first six months of employment, and, during any extension to the probationary period.

#### **4. END OF PROBATIONARY PERIOD**

- 4.1** Where a member of staff has completed their probationary period their line manager should meet with them to conduct a review of performance and suitability for the job role (using Stage 1 form). The review must be conducted on or shortly before the date on which the employee's probationary period comes to an end.
- 4.2** Where performance is unsatisfactory the line manager will consider extending the probationary period, or alternatively, will consider the termination of an individual's contract. The line manager should seek HR advice on this in advance of the end of the probationary period and before the meeting is carried out.

#### **5. EXTENSION OF PROBATIONARY PERIOD**

- 5.1** Where a manager identifies that the staff member is not achieving the required standard of performance, but believes that the required standard of performance could be achieved then the probationary period may be extended. The line manager should seek HR advice on this in advance of the end of the probationary period and before the meeting is carried out.
- 5.2** Where an extension to the probationary period is put in place, the manager will confirm the terms of the extension in writing to the staff member, including:
- the length of the extension and the date on which the extended period of probation will end;
  - 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 staff member 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 staff member does not meet fully the required standards by the end of the extended period of probation, his/her employment will be terminated.

## **6. TERMINATION OF EMPLOYMENT**

- 6.1** If performance whilst on probation is unsatisfactory and it is thought unlikely that further training or support would lead to a satisfactory level of improvement, the employment will be terminated at the end of the probationary period.
- 6.2** Where there is clear evidence prior to the end of the period of probation, for example issues around conduct, complaints from students or parents, that suggest the employee is wholly unsuitable for the role, the line manager should consult with HR with a view to terminating the staff member's contract early and ensure their recommendation is sound.
- 6.3** Where there is a recommendation to terminate the contract of employment the Headteacher or senior manager will invite the member of staff to a formal meeting to discuss the concerns about performance and to allow the staff member to respond to these concerns. The staff member may be accompanied to this meeting by a work based colleague or union representative.
- 6.4** The member of staff will be informed of the decision of the Headteacher / senior manager in writing following the formal meeting.

## **7. APPEAL**

- 7.1** Where a member of staff is dismissed under the probationary procedure there will be a right of appeal. The staff member should set out the grounds of appeal in writing to the Headteacher within five working days of notification of the outcome of the formal meeting.

**PROBATIONARY REVIEW**

Stage 1

**NAME:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_

**PERFORMANCE IN POST**

Is job performance satisfactory: YES/NO?

If NO please list any concerns below with suggested solutions. Please note this is a two way process and difficulties raised by the member of staff are to be listed as well as management concerns.

**LINE MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

COPY TO BE ADDED TO HR FILE

## PROBATIONARY REVIEW

### Stage 2

NAME: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

START DATE: \_\_\_\_\_

#### PERFORMANCE IN POST

Is job performance satisfactory: Y/N?

Please note and comment if the individual has continued to fail to meet targets and indicate which of the following may be appropriate:

- an updated action plan
- an extended probationary period
- a recommendation to terminate employment

LINE MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

COPY TO BE ADDED TO HR FILE