

Induction & Probation Policy

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Signed by Trust/Committee Chair:

A handwritten signature in black ink, appearing to be "Shahid", written over a horizontal line.

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Induction & Probation Policy

Scope:

This policy applies to all new employees of SECAT except:

- employees transferred to SECAT by Statutory Transfer Order from the service of another Local Authority or school, or by a Transfer of Undertakings (TUPE)
- employees on Youth and Community Worker Conditions of Service (e.g. youth workers) who within the terms of their contract of employment are subject to a 3-month probationary period.

All SECAT employees will be bound by the principles of this agreement.

Delegation

- The relevant line managers undertake probationary assessment of employees.
- The relevant Headteachers/CEO authorise the dismissal of an employee where the Trustees have delegated responsibility for making initial dismissal decisions, otherwise the Trustees will authorise dismissal following the failure of an employee to satisfactorily complete the probationary period.

Probation Policy

1. Introduction

It is SECAT's policy that all new employees are subject to a probationary period of six months to provide the opportunity to assess whether the employee is competent to perform the duties of their job. Where there has been a break in service, a new probationary period will need to be served. Probationers are appointed on the basis that, following successful completion of their probationary service, their appointment will be confirmed in accordance with the terms of their contract within their relevant school or Trust site.

It is important that the employee's induction during their probationary period provides them with the necessary information and guidance, including relevant training and feedback to undertake their job effectively. This policy and procedure provide a framework for formal assessment of the employee during the probationary period.

The policy, together with the relevant School/Trust site induction programme or process, is designed to enable the employee to meet the required standards of their post during their probationary period. Where, however, the employee cannot complete satisfactorily the probationary period it provides a process for the termination of employment.

2. Employees on fixed term contracts

This policy includes employees on fixed term contracts of employment where they are new employees of SECAT or where they are re-employed following a break in service.

It is appreciated that in some cases, the length of the fixed term contract may be less than 6 months and therefore they are unable to complete their probationary period. In many cases, however, fixed term employees are on contracts of employment for over 6 months or have further fixed term contracts to follow on from the expiry of the initial contract of employment. It is important, therefore, that standards of performance for such employees are monitored and managed on the same basis as for permanent employees.

Relief and casual employees are not affected by this probationary policy as their employment should, by its nature, not be continuous but rather on an as and when required basis.

3. Legislative background and conditions of service

Employment Rights Act 1996

Employment Act 2002

Employment Act 2002 (Dispute Resolution) Regulations 2004

Employment Equality (Age) Regulations 2006

This probationary policy complies with the current legal framework and the Trust's specific probationary period is a contractual provision within the terms of the contract of employment.

4. Probationary period

The probationary period will normally be of 6 months' duration. If the employee has not demonstrated their suitability by the end of this time, their employment may either be terminated, or the probationary period may be extended by up to 3 months. In exceptional circumstances, a further extension of up to 3 months may be allowed by the relevant Headteacher/CEO following advice from the Central Human Resources department. The recommendation to extend should take place immediately after the second assessment or immediately after any subsequent assessment.

5. Assessments

During the normal probationary period, the employee will be formally assessed 2 times. These assessments will normally be after 12, and 18 weeks' service. The second assessment will normally be no later than 22 weeks' service except where there have been unusual circumstances, such as sickness absence, and in these cases the second assessment will be carried out as soon as reasonably possible.

If the probationary period is extended, the assessment will be carried out every 4 weeks or as reasonably possible.

6. Structuring the probation programme

During the new employee's probationary period the line manager should follow a formal structured procedure that is aimed at assessing and reviewing the employee's performance, capability and suitability for the role.

It will be the relevant line manager's responsibility to structure the programme in such a way that both parties are clear about what to expect.

The programme should include:

- Regular monitoring of the new employees' performance through progress meetings
- Identification and discussion of any problem areas at the earliest possible time
- The provision of regular constructive feedback
- Supervisory support and guidance
- The provision of any necessary training and coaching

Although Human Resources will be available to provide support and guidance where required throughout the programme, all these actions will be the responsibility of the new employee's line manager.

A probationary period must be properly planned if it is to be effective. The programme also needs to be agreed with the new employee who must be clear on what is expected of him or her. This information will include:

- Clear job outputs, i.e. what the new employee is expected to achieve during, or by the end of, the probationary period
- The standards of performance that are required in respect of the job duties
- The standards or measurements against which the employee's performance will be assessed
- Any agreed development activities
- A description of any relevant standards of behaviour, for example in relation to liaison with pupils, parents and colleagues.

7. Completion of probation

In order to complete the probation period successfully, the employee must demonstrate they are capable of undertaking the full range of duties of the post. In addition to the formal assessments during the probationary period, feedback must be given verbally on a regular basis.

8. Performance Management and Development Scheme

On successful completion of the probationary period, the employee will be assimilated into the Trust's Performance Management and Development schemes and processes.

Probation Procedure

1. Introduction

The purpose of this procedure is to:

- assist the relevant line managers to ensure that probationers receive the support necessary to enable them to contribute effectively to the team in the shortest possible time
- Identify areas for development at an early stage
- Provide a structured support to address these identified areas and regularly review progress.

The flowchart shown in Appendix 1 sets out the process for the probationary period.

2. Assessments

The line manager should undertake an assessment of the probationary employee when they have completed 12- and 18-weeks' service. The relevant forms shown in both Appendix 2 should be used and the relevant section should be completed at each stage. If an extension of the probationary period is authorised, this should be clearly stated on the form.

Sufficient time should be allocated to ensure that a full discussion can take place and a suitable venue must be arranged, in a private setting, with no interruptions.

3. Assessment criteria

To determine objective assessment criteria, reference should be made to the job profile that was prepared during the recruitment and selection process of the employee. The probationary assessment is also an opportunity to reinforce the standards expected in relation to attendance levels, timekeeping, customer care, teaching standards and productivity.

The assessment form should be regarded as a guide to assist the assessor in the process and should be used at each formal assessment of the employee.

4. First probationary assessment – Appendix 2: Support Staff and Appendix 4: Teaching Staff

The first assessment should be carried out when the employee has completed 12 weeks' service in the post. However, should concerns be raised before the completion of this period, then the first probation review should be carried out after 6 weeks' service with an agreed action plan.

The line manager should set a date for the meeting as part of the induction process and inform the employee. At least one week before the meeting the line manager should provide the employee with a copy of the relevant probationary assessment form. (The employee should complete **Part 1** of the form and this will give them an opportunity to consider any issues they would like to raise at the meeting) The form should be returned to the relevant line manager at least one day before the assessment takes place and the employee should retain a copy.

The relevant line manager should discuss the probationary assessment with the employee. The employee should have an opportunity to comment before the form is completed and signed by both the line manager and employee.

a) Where the probationary assessment is satisfactory the relevant line manager should:

- arrange any outstanding training and development and undertake any other action agreed as part of the review
- agree a date with the employee for the second probationary assessment
- continue to monitor and manage the employee's performance in preparation for the second probationary assessment
- where the employee's performance deteriorates significantly after the first assessment, the line manager should meet with the employee to discuss their concerns and the standards required, explaining the implications for subsequent reviews

b) Where there are significant areas of concern the line manager should:

- seek advice as necessary from Central Human Resources department.
- discuss at the review meeting areas in which the employee is below the required standard e.g. competence, attendance record, attitude to work. The standards expected should be clearly identified, explained and detailed on the probation report.
- explain implications should performance not improve
- arrange any further training and support for the employee as appropriate. This would usually include clearly defined monitoring arrangements to assess performance against the standards required

At the end of the assessment, a copy of the probationary assessment form should be retained by the line manager as this will form the basis of the second review where further sections will be completed.

5. Second probationary assessment - Appendix 3: Support Staff or Appendix 3: Teaching Staff

The second probationary assessment should be carried out when the employee has completed 18 weeks' service or no later than 22 weeks service.

At least one week before the meeting, the line manager should provide the employee with a copy of the probationary assessment form that was produced during the first assessment. The employee should complete **Part 2** of the appropriate form and this will give them an opportunity to consider any issues they would like to raise at the meeting. The form should be returned to the relevant line manager at least one day before the assessment takes place and the employee should retain a copy.

a) Where the probationary assessment is satisfactory, the relevant line manager should:

- Meet with the employee to discuss the satisfactory performance and any outstanding training and development needs which should continue to be assessed

- Advise the employee that their performance will continue to be monitored until the end of their 6-month probationary period
 - Take no further action unless performance gives cause for concern between 18 weeks and 6 months. In this case the relevant line manager should discuss the situation with Human Resources department.
 - Where performance between weeks 18 and 22 is satisfactory, the letter shown in **Appendix 6** should be completed and forwarded to the employee after the 6-month probationary period unless there have been any indications as above. The completed performance assessment form and a copy of the letter should be held on the employee's personal file.
- b) Where the probationary assessment is unsatisfactory the line manager should:
- Discuss the situation with Central Human Resources department
 - Where the employee's performance has not reached a satisfactory standard and there are no exceptional circumstances to extend the probationary period (see Section 8) consideration should be given to terminate employment. Section 9 provides further information
 - Following a meeting with the employee written confirmation of the notice of termination of employment (as given at the meeting) should be issued to expire by the end of the 26th week of service (6 month) or as soon after as is reasonably practical
 - Where exceptional or mitigating circumstances warrant an extension of the probationary period this should be discussed with the Central Human Resources department and action taken in accordance with paragraph 9.

6. Additional reviews

Where the employee's performance causes concern at any stage in the probationary period, interim reviews should be held to monitor progress and ensure that targets are being met.

7. Termination of employment during the probationary period

This procedure does not prevent the services of an employee on probation being terminated with due notice, in the case of serious unsatisfactory performance or conduct. The notice period for all employees subject to the probationary procedure is one month unless the dismissal, as part of a formal disciplinary process, is on the grounds of gross misconduct when the dismissal would be without notice.

8. Extended probation assessment

In the majority of cases, six months should provide sufficient opportunity to make a fair assessment of an employee's suitability for their post. Extending the probationary period should therefore, only be considered where a fair assessment was not possible because of an employee's or line manager's absence, or some other exceptional circumstances.

Exceptional circumstances may include situations where an employee makes an excellent start to their employment, but some mitigating circumstances arise late in the probationary period, which adversely affect the employee's performance. This is an illustrative example, and an extension of the probationary period should

not be used where it is clear that an employee is not capable of reaching and maintaining the required standard.

Where an extension of the probationary period is being considered this should be discussed with the Central Human Resources department. The line manager should then meet with the employee to discuss this. A Human Resources representative will attend the meeting if required. This meeting should normally take place not less than 4 weeks prior to the end of the 6-month probation period unless there are exceptional circumstances. At this meeting, the length of the extension, the dates of review and the performance standards should be identified. These details must then be confirmed in writing to the employee. **Appendix 7** provides a model extension of probation letter, which should be issued to the employee by the line manager following consultation with the Central Human Resources department.

The probationary period should be extended for a period consistent with any delay in making the initial assessment, and in any case not longer than 12 weeks in total unless there are exceptional circumstances requiring a longer period.

9. Failure to satisfactorily complete the probationary period

If after the probationary assessment described in this procedure, an employee's performance has not improved sufficiently by the 18th week of the probationary period, consideration must be given as to whether it is appropriate to terminate their employment (unless there are grounds for an extension of the probationary period see section 8 above).

Unsatisfactory performance in the job for which an individual has been employed is capable of being a fair reason for dismissal in law.

SECAT's Disciplinary Procedure does not apply to employees who are within their probationary period unless the Trust wishes to exercise use of this procedure in cases of alleged gross misconduct e.g. a safeguarding issue.

A review meeting will therefore, be conducted by the relevant Headteacher/CEO. The employee will be informed in writing (with 5 working days' notice) of arrangements for the meeting. This will include a written statement from the Headteacher/CEO setting out the circumstances that may give rise to the termination of the employee's employment. The letter should also inform the employee that they may be accompanied by a trade union official or work colleague. Reference should be made to the fact that a decision may be made by the Headteacher/CEO to bring the contract of employment to an end. The Human Resources representative should also attend to ensure that appropriate advice is given.

At the review meeting, details of the case will be provided to the relevant Headteacher/CEO, by the employee's relevant line manager. The employee will be permitted to discuss the circumstances and make representations about their performance and ongoing employment. After the meeting, the Headteacher/CEO will inform the employee in writing within 5 working days of the decision and, if it is dismissal, of their right of appeal.

If it is decided to dismiss, in accordance with the contract of employment the employee is entitled to 4 weeks' notice of termination of employment. The notice period should be at full pay. A decision will need to be taken in relation to whether the employee will be expected to attend for work during this period. In coming to a decision, the interests of both the service and the employee should be considered. It is acceptable, where appropriate, for an employee not to be required to attend for work during their notice period.

If it is decided not to dismiss then the relevant Headteacher/CEO may decide to confirm the employee has passed their probation period satisfactorily or that the probation period should be extended.

Whilst the Trust's Grievance Procedure may be used by probationary employees for any relevant grievance issues concerning their employment, the Grievance Procedure will not apply to the extension of the probationary period or the termination of employment as these are outside the scope of the Grievance Procedure.

10. Appeal against dismissal

In the interests of natural justice and to comply with employment legislation in relation to dismissal, the employee has a right of appeal against dismissal.

The appeal by the employee should be received within 10 working days of receipt of the written confirmation of the dismissal. The appeal should be sent to the Clerk to the Trustees.

The employee will be advised that any appeal against the decision must be registered within ten working days of receipt of the letter. Upon receipt of an appeal, the Central Human Resources department, will arrange with the CEO and where the CEO had previously authorised dismissal, a Trust member will hear the appeal but not the same member(s) of the Trust who may have authorised the dismissal. The employee remains dismissed pending the outcome of any appeal. The employee will be given 15 working days' notice of the meeting.

The appeal meeting will give the employee and the line manager each the opportunity to state their case. The board of Trustees hearing the case will then inform both parties of their decision in writing within 5 working days. No further right of appeal exists.

If it is decided not to dismiss, then the board of Trustees may decide to confirm the employee has passed their probation period satisfactorily or that the probation period should be extended.

Induction Policy

Rationale

It is important that new members of staff are made to feel welcome and that support systems are in place to introduce them to the procedures and practices within the Trust.

Aim

SECAT aims to provide a comprehensive and structured induction procedure for all new members. The aim of the induction is:

- To assist in the development of the newly appointed staff as valued and effective members of the school team.
- To provide a secure atmosphere for the newly appointed member of staff so that they can seek advice and support confidently.
- To provide an effective structure to introduce the newly appointed member of staff to the requirements and ethos of the Trust.

The induction programme has been developed to meet the needs of the individual's professional development, and provide clear guidelines on the role of the Trust and of the new employee.

Organisation

In order to ensure individual requirements of each new employee are met, all new staff will be met by the relevant Headteacher/CEO or member of the senior management team. All new staff will also be given a tour of the relevant site in which they will be working, and be provided with an induction pack, containing general information, staff handbook, induction checklist (**Appendix 8**) which will help them to establish themselves reasonably quickly within their working environment. Following this, the SECAT's induction policy hopes to meet the individual needs of all members of staff, as outlined below.

Teaching Staff

In addition to the principles outlined in the general induction, teachers will :

- Have the opportunity to talk to current staff at the time of their application, or interview. Further visits where possible should be arranged to meet their new class, teaching teams and induction manager
- Be provided with a job description
- Be given their own CPD folder which enables them to keep a record of their own professional development
- Be given a class list, individual and class records as well as any relevant pupil related information (SEN, Medical)
- Be given a curriculum map and plan, policy documents, schemes of work, planning formats and statutory curriculum documents
- Be made aware of the school improvement plan, whole school targets and relevant SATS analysis as these will have implications for teaching

- Meet with their year leader in their first ½ term to talk through any questions or queries and to ensure they have appropriate documents and folders
- Have opportunities to observe colleagues to ensure continuity in teaching and learning across year groups
- Will be observed by a member of the leadership team and provided individual feedback
- Where the new member of staff has taken over a subject leaders role he/she will be provided with necessary files and documents and where possible should meet with previous subject manager who can pass on information, action plans and targets. (This is applicable to any member of teaching staff who takes on a new management role within the school)
- Meet with phase leader at the end of each term to go through 'induction checklist' as a means of monitoring the Induction Policy.

Newly Qualified Teachers

The induction year for newly qualified teachers was introduced to help the NQT's transition from initial teacher training into teaching and to help shape their continuing professional development. Guidelines for new members of teaching staff will apply to newly qualified teachers. Every Newly Qualified Teachers (NQT) will have a mentor who will support them through their induction year. Furthermore, NQTs are entitled to a specific programme of support and development. We provide regular release time from class responsibility, an additional half day, an induction mentor and identified written targets based on regular observations. This will be achieved through:

- An initial meeting with the mentor focused on the Career Entry Profile, discussion on professional development issues through the CPD file and setting an agenda including short, medium- and long-term targets
- Half termly meetings take place with the mentor. These meetings take place to provide support for the NQT in:
 - a) day-to-day organisation, classroom management, behaviour management etc.
 - b) specific school events, such as parent consultations, assemblies, school trips etc.
 - c) school policies, schemes of work, target setting, planning and assessment issues
- Half termly observations are followed by an assessment meeting and review of professional development targets
- At the end of each term formal assessment meetings take place, where the assessment period forms are completed and sent to the local authority.

Learning Support Staff

Teaching and learning can be strengthened through well managed and well-trained Learning Support Staff. School based induction is necessary to give every new Learning Support Staff the basics of how the school works and the job that they are expected to perform. They are responsible to their class teacher and line manager) who play a major part in their management and training.

In addition to general guidelines, new Learning Support Staff will:

- Be introduced to the SENCO, class teacher and colleagues
- A job description will be issued to outline their general duties and timetable

- Be given access to a file to support induction, which includes relevant policies and procedures, including child protection and behaviour
- Be given specific information on needs and attainment of those pupils they are supporting become familiar with SEN resources
- Training courses will be made available as appropriate
- Regular meetings will be held with the SENCO to discuss issues and keep learning support assistants informed
- Be directly supervised by the teacher they work alongside and by cohort leaders. In the absence of the teacher, or if a problem arises, assistants should talk to the SENCO or their line manager
- All learning support assistants will be part of the performance management strategy.

Midday Supervisory Assistants

The management and organisation of children during lunchtime is essential to the smooth running of an Academy, and any new staff responsible for children's safety and security during this time needs to be equipped for the task. All new Midday Supervisory assistants will:

- Be given a job description which will outline daily duties
- Shadow the line manager or colleagues to gain an understanding of their new role and responsibilities
- Be given lunchtime fire and first aid procedures
- Be given copies of child protection and behaviour policies
- Training courses will be made available as appropriate
- Half-termly meetings will be held with the Headteacher to discuss issues and keep midday assistants informed
- If a problem arises, assistants will report to their immediate line manager (which may be the Senior Mid-day Assistant) or Head teacher.

Office/Admin Staff

As general induction, however, depending on where their role is within the Trust there will be a period of shadowing an experienced member of staff. In addition new administration staff will:

- Be given a job description, which will be talked through with the line manager/Headteacher/CEO
- Be introduced to the office lead who will introduce an induction programme based on job details and procedures
- Be given fire, security procedures, child protection and behaviour policies
- Be shown how to use the photocopier, fax, telephone and security systems
- Training courses will be made available as appropriate
- Weekly meetings will be held with the line manager/ Headteacher/CEO where relevant, to discuss issues and keep office workers informed.

Kitchen assistants

In addition to general induction procedures, kitchen staff will:

- be provided job description which will outline daily duties
- be given fire and first aid procedures, and copies of child protection policies
- Shadow a colleague for the first few days and be made familiar with their roles

- Be given, by the line manager, the induction programme and meet with the Headteacher to discuss induction progress
- If a problem arises, report it to their line manager or relevant Headteacher.

Training

The CPD leader and relevant line managers are responsible for ensuring that any training needs identified during the induction procedure are met promptly.

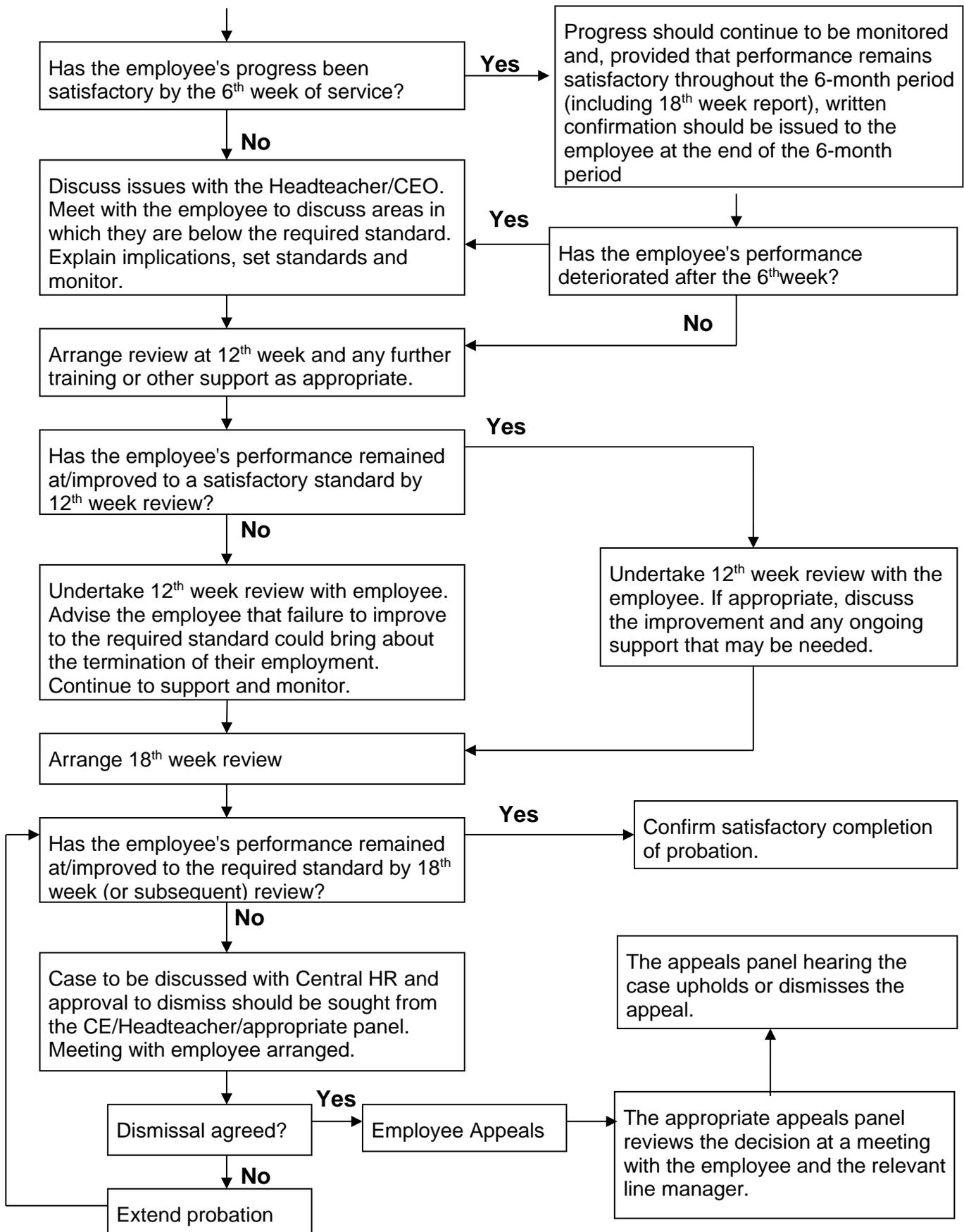
Monitoring and Evaluation

To maintain high standards and improve further, it is essential to monitor procedures and evaluate their effectiveness. This policy provides a checklist, which the relevant induction leader or line manager should use during a meeting with the new employee towards the end of the first six weeks of employment to ensure that the induction procedure has been successfully completed.

Appendix 1

Probationary Procedure - Flowchart

NEW STARTER - Subject to probation



Appendix 2

Probation Procedure for Support Staff

Strictly Confidential

First Assessment - 3 Month Review

(To be completed before 6 months service i.e. 6 -12 weeks)

This probationary review report should be completed jointly by the manager and the probationary staff. It should be used in conjunction with the Job Description to ensure that all relevant skills and abilities necessary to carry out each task have been addressed.

When each stage of the form is completed it should be shown to and discussed with the staff before the form is signed. It is important that all points included in the reports are covered, not just those where improvement appears necessary. Where performance is unsatisfactory please indicate areas for improvement and training needs.

Please complete the following form giving a report on the staff's progress after 3 months' employment.

The staff must sign the form to confirm that they have been informed of the required improvements and receive a copy of the form.

Please verify with HR or School Office re absence and time taken off work before completing this probationary review with staff.

Name of Staff.....

Department & Start Date.....

Name of Manager.....

Attendance record – Sickness, absence and punctuality	
	3 month
Number of days sickness	
Certificated sickness	
Self-certified sickness	
Number of occasions the employee has been late for work	
Has the employee been absent without permission? (Please give details)	

PART 1 Staff self-assessment: (To be completed by Support Staff)

Have you been given induction training for your new job?

Do you think you received the information and help necessary to settle into your new job?

Do you feel you have an adequate knowledge of the tasks and objectives of your job?

What problems, if any, have you encountered?

What did you do, or do you intend to do, to overcome this problem (e.g. training)?

Have you identified any further training requirements?

PART B To be completed by Line Manager

PLEASE PROVIDE COMMENTS BELOW
Has the staff attained the required standard?
Quality of work produced:
General aptitude for, and attitude to, the work:
Relationships with manager(s), colleagues and students:
Attendance, punctuality and overall conduct:

Manager's Assessment

i) At this stage, are you likely to recommend confirmation of satisfactory completion of probation at the end of the probationary period?

Please note that if performance continues to be unsatisfactory your appointment may be terminated

Yes / No (delete as applicable)

ii) If not, why not?

iii) Please identify actions/improvement required before final review

Support/training that will be provided to support the staff in improving their performance:

Level 1 and/or Level 2 safeguarding course completed	*yes / no
Child Protection/Behaviour management workshop attended	*yes / no
Health & Safety Training attended	*yes / no
Induction provided	*yes / no

Please note appointment will not be confirmed unless these have been undertaken

To be completed by the staff

I have been shown this report and have the following comments to make (if any)

I have asked for and received a copy of this report / I do not require a copy of the report

(please delete as appropriate)

Staff's signature.....

Line Manager's signature.....

HR signature.....

Date.....

**Please return this completed form to the Central HR department for final sign off and verification. The staff will be provided with a copy.*

Appendix 3

Probation Procedure for Support Staff

Strictly Confidential

Final Assessment - 6 Month Review

(To be completed before the end of 6 months service i.e.18-22 weeks)

This probationary review report should be completed jointly by the manager and the probationary staff. It should be used in conjunction with the Job Description to ensure that all relevant skills and abilities necessary to carry out each task have been addressed.

When each stage of the form is completed it should be shown to and discussed with the staff before the form is signed. It is important that all points included in the reports are covered, not just those where improvement appears necessary. Where performance is unsatisfactory please indicate areas for improvement and training needs.

Please complete the following form giving a report on the probationer's progress after 5 months employment. The content of the form should be discussed with the probationer before the form is signed.

Where performance is unsatisfactory please indicate areas for improvement and training needs. The probationer must sign the form to confirm that they have been informed of the required improvements and receive a copy of the form.

Please verify with HR or School Office re absence and time taken off work before completing this probationary review with staff.

Name of Staff.....

Department & Start Date.....

Name of Manager.....

Attendance record – Sickness, absence and punctuality	
	6 month
Number of days sickness	
Certificated sickness	
Self-certified sickness	
Number of occasions the employee has been late for work	
Has the employee been absent without permission? (Please give details)	

PART 2: Staff Self-assessment To be completed by Support Staff

Do you feel you have an adequate knowledge of your responsibilities?

Is the job what you expected?

What was the worse problem you have encountered in aiming to achieve your objectives or carry out your job role?

What did you do, or do you intend to do, to overcome this problem (e.g. training)?

Have you identified any further training requirements?

PART 2 To be completed by Line Manager

PLEASE PROVIDE COMMENTS BELOW
Has the staff attained the required standard?
Quality of work produced:
General aptitude for, and attitude to, the work:
Relationships with manager(s), colleagues and students:
Attendance, punctuality and overall conduct:

Assessment: Please review the following points carefully:	
i) Satisfactory progress to date	YES / NO
ii) Suitable for present work	YES / NO
11. Recommendation:	
i) Confirmation of satisfactory completion of probation?	YES / NO
ii) Probation period to be extended?	YES / NO
Period of extension to probation period (if applicable)..... weeks	
iii) Possibility of transfer within department?	YES / NO
iv) Unsatisfactory completion of probation - terminate employment	YES / NO

12. Reasons for not confirming satisfactory completion of probation or extension of probationary period.

Support/training that will be provided to support the staff in improving their performance:

Level 1 and/or Level 2 safeguarding course completed	*yes / no
Child Protection/Behaviour management workshop attended	*yes / no
Health & Safety Training attended	*yes / no
Induction provided	*yes / no

Please note appointment will not be confirmed unless these have been undertaken

To be completed by the Staff

I have been shown this report and have the following comments to make (if any)

I have asked for and received a copy of this report / I do not require a copy of the report

(please delete as appropriate)

Staff signature.....

Line Manager's signature.....

HR signature.....

Date.....

**Please return this completed form to the Central HR department for final sign off and verification. The staff will be provided with a copy*

Appendix 4

Probation Procedure for Teaching Staff

Strictly Confidential

First Assessment - 3 Month Review

(To be completed before 6 months service i.e. 6-12 weeks)

This probationary review report should be completed jointly by the manager and the probationary staff. It should be used in conjunction with the Job Description to ensure that all relevant skills and abilities necessary to carry out each task have been addressed.

When each stage of the form is completed it should be shown to and discussed with the staff before the form is signed. It is important that all points included in the reports are covered, not just those where improvement appears necessary. Where performance is unsatisfactory please indicate areas for improvement and training needs.

Please complete the following form giving a report on the Teaching Staff's progress after 3 months' employment.

The Teaching Staff must sign the form to confirm that they have been informed of the required improvements and receive a copy of the form.

Please verify with HR or School Office re absence and time taken off work before completing this probationary review with staff.

Name of Teaching Staff.....

Department & Start Date-

Name of Manager.....

Attendance record - sickness and punctuality	
	3 month
Number of days sickness	1
Certificated sickness	0
Self-certified sickness	0
Number of occasions the employee has been late for work	0
Has the employee been absent without permission? (Please give details)	No

PART 1: Self-assessment- To be completed by Teaching Staff

Have you been given induction training for your new job?

Do you think you received the information and help necessary to settle into your new job?

Do you feel you have an adequate knowledge of the tasks and objectives of your job?

What problems, if any, have you encountered?

What did you do, or do you intend to do, to overcome this problem (e.g. training)?

Have you identified any further training requirements?

PART 2 To be completed by Line Manager

PLEASE PROVIDE COMMENTS BELOW

Has the Teaching Staff attained the required standard?

Quality of teaching and other work produced:

General aptitude for, and attitude to, the work:

Relationships with manager(s), colleagues and students:

Attendance, punctuality and overall conduct:

Manager's Assessment

i) At this stage, are you likely to recommend confirmation of satisfactory completion of probation at the end of the probationary period?

Please note that if performance continues to be unsatisfactory your appointment may be terminated

Yes / No (delete as applicable)

ii) If not, why not?

iii) Please identify actions/improvement required before final review

Support/training that will be provided to support the Teaching Staff in improving their performance:

Level 1 and/or Level 2 safeguarding course completed	*yes / no
Child Protection/Behaviour management workshop attended	*yes / no
Health & Safety Training attended	*yes / no
Induction provided	*yes / no

Please note appointment will not be confirmed unless these have been undertaken

To be completed by the teaching staff

I have been shown this report and have the following comments to make (if any)

I have asked for and received a copy of this report / I do not require a copy of the report

(please delete as appropriate)

Teaching Staff signature.....

Line Manager's signature.....

HR signature.....

Date.....

**Please return this completed form to the Central HR department for final sign off and verification. The staff will be provided with a copy.*

Appendix 5

Probation Procedure for Teaching Staff

Strictly Confidential

Final Assessment - 6 Month Review

(To be completed before the end of 6 months service i.e. 18-22 weeks)

This probationary review report should be completed jointly by the manager and the probationary staff. It should be used in conjunction with the Job Description to ensure that all relevant skills and abilities necessary to carry out each task have been addressed.

When each stage of the form is completed it should be shown to and discussed with the staff before the form is signed. It is important that all points included in the reports are covered, not just those where improvement appears necessary. Where performance is unsatisfactory please indicate areas for improvement and training needs.

Please complete the following form giving a report on the probationer's progress after 5 months employment. The content of the form should be discussed with the probationer before the form is signed.

Where performance is unsatisfactory please indicate areas for improvement and training needs. The probationer must sign the form to confirm that they have been informed of the required improvements and receive a copy of the form.

Please verify with HR or School Office re sickness/absence and trigger days before completing this probationary review with staff.

Name of Teaching Staff.....

Department & Start Date

Name of Manager.....

Attendance record – Sickness, absence and punctuality	
	6 month
Number of days sickness	
Certificated sickness	Yes/No
Self-certified sickness	Yes/No
Number of occasions the employee has been late for work	
Has the employee been absent without permission? (Please give details)	

PART 1: Self-assessment To be completed by Teaching Staff

Do you feel you have an adequate knowledge of your responsibilities?

Is the job what you expected?

What was the worse problem you have encountered in aiming to achieve your objectives or carry out your job role?

What did you do, or do you intend to do, to overcome this problem (e.g. training)?

Have you identified any further training requirements?

Part 2: To be completed by Line Manager

PLEASE PROVIDE COMMENTS BELOW
Has the Teaching Staff attained the required standard?
Quality of teaching and other work produced:
General aptitude for, and attitude to, the work:
Relationships with manager(s), colleagues and students:
Attendance, punctuality and overall conduct:

Assessment: Please review the following points carefully:	
i) Satisfactory progress to date	YES / NO
ii) Suitable for present work	YES / NO
11. Recommendation:	
i) Confirmation of satisfactory completion of probation?	YES / NO
ii) Probation period to be extended?	YES / NO
Period of extension to probation period (if applicable).....	weeks
iii) Possibility of transfer within department?	YES / NO
iv) Unsatisfactory completion of probation - terminate employment	YES / NO

12. Reasons for not confirming satisfactory completion of probation or extension of probationary period.

Support/training that will be provided to support the Teaching Staff in improving their performance:

Level 1 and/or Level 2 safeguarding course completed	*yes / no
Child Protection/Behaviour management workshop attended	*yes / no
Health & Safety Training attended	*yes / no
Induction provided	*yes / no

Please note appointment will not be confirmed unless these have been undertaken

To be completed by the Teaching Staff

I have been shown this report and have the following comments to make (if any)

I have asked for and received a copy of this report / I do not require a copy of the report

(please delete as appropriate)

Teaching Staff signature.....

Line Manager's signature.....

HR signature.....

Date.....

**Please return this completed form to the Central HR department for final sign off and verification. The staff will be provided with a copy*.*

Appendix 6

Dear <name>

Confirmation of Employment

I am writing to congratulate you on the successful completion of your probationary period and to inform you that, as from <date> you are confirmed as a member of the permanent establishment of Southend East Community Academy Trust.

I hope your employment with the Trust will be both a happy and successful one.

Yours sincerely

Headteacher/CEO

<name>

Appendix 7

Dear <name>

Extension to Probationary Period- <Job title>

As you are aware it is a condition of your appointment to Southend East Community Academy Trust, that you are subject to a six month probationary period to establish your suitability within your post. This probationary period is due to end on <date>

As a result of the meeting with you on <date> to discuss your progress during your probationary period, it was identified that you need to make further improvement in relation to <area improvement is needed> as detailed in the last probationary review to ensure a satisfactory standard is achieved.

I am, therefore, writing to confirm that your probationary period will be extended by < x weeks> to end on <date>. This extension has been agreed to allow a further period to demonstrate that you can meet and maintain the competencies and requirements of the job. During this period any further identified support and training will be provided and your performance will continue to be reviewed, in discussion with you, to give you every opportunity to demonstrate you can meet the standards of the post.

If at the end of the period of extension you have not been able to demonstrate your suitability within your post, your employment will be terminated. Should your performance or conduct become seriously unsatisfactory, the Trust reserves the right to terminate your employment before the end of the extended probationary period.

In the meantime, I hope that the extended period of probation will enable you to demonstrate that you are able to meet the required standards. Should you have any queries or concerns arising from this letter or the probationary process, please do not hesitate to contact me.

Would you please sign one copy of this letter and return to me to acknowledge receipt.

Yours sincerely,

<name>

Headteacher/CEO <delete as appropriate>

I confirm receipt of this letter dated (insert) extending my probationary period.

Signed: Date:

APPENDIX 8

TEACHING AND SUPPORT STAFF INDUCTION CHECKLIST FIRST DAY

<i>I have been shown or received:</i>	
Location and People	
Where to put coat/valuables/my work base	
Toilets	
Staffroom/tea and coffee facilities	
Introduced to colleagues and location of departments within the Trust	
Layout of classrooms/school/work base area	
Documentation	
Given ID card & Contract of employment via Central HR department	
Given CPD file/access to central policy file	
Given a job description	
Procedure	
Child Protection recording and procedures	
General H&S guidance pertinent to first week induction programme.	
Where to locate Policies	
Fire and emergency procedures	
Security arrangement for gaining entrance and exit of school building	
Clear line of reporting illness, identified medical needs or disability needs.	
Aware of some of the daily routines	
Car parking/transport arrangements (Arrival on site not between 8.30-9.00 or 3.15-3.45)	
Introduced to the Trust's Code of Conduct	
Line Management/Placement	
Assigned a line manager/mentor	

FIRST WEEK

<i>I have been shown, discussed or received:</i>	
Health and Safety guidance pertinent to my role, e.g. manual handling and aware of reporting H&S issues	
Given my own timetable (Teaching/ Learning Support Staff)	
First aid area: record book and procedures	
Means by which the school/work place communicates key issues and how to keep informed	
Stock areas, cupboards and storerooms	
Daily expectations and procedures	
Met with my line or induction manager and clear of line management procedures	

FIRST MONTH

<i>I have been shown, discussed or received:</i>	
Use of specialised equipment pertinent to my role e.g., photocopier, laminator	
Safe use of computers	
Storage of resources	
Induction review meeting to ensure I am clear about my role and responsibilities	

Notes

Signed Date.....