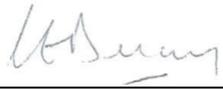




Induction and Probation and Assessment Period for all Staff Guidance, Policy and Procedure

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 September 2018
Renewal:	Every 2 Years
Review Date:	September 2020

1. INTRODUCTION AND AIMS

1.1. The induction of new employees, is an extension of the recruitment process. Good recruitment and selection procedures help to ensure that the best available candidate is appointed to the post but, just as important, is his/her induction into the new role. For an individual to perform to the expected standards and be effective in his/her new job, an appropriate induction programme, including the necessary support, as part of the probation and assessment period, is essential.

1.2. The aims of the probation and assessment period, including an induction programme, are to:

- assist a new employee or someone in a new role to adjust to the job and/or new environment by providing a well-planned and structured programme of support;
- ensure that the employee has the material and resources needed to perform effectively in his/her new role;
- ensure that the employee understands the values, vision, aims and policies of the school;
- ensure that the employee is clear about professional standards and boundaries in respect of child protection and generally safeguarding and promoting the welfare of the pupils;
- enable the School to quickly identify any potential problems or difficulties; and
- enable the School to decide by the end of the probation and assessment period whether or not the employee is suitable for the post.

2. Induction Process for Newly Qualified Teachers (NQTs)

2.1. Statutory Guidance from the Department for Education is in place regarding the induction process for Newly Qualified Teachers (NQTs). Those involved in managing statutory induction arrangements for NQTs must have regard to this guidance when carrying out their relevant duties. The current guidance can be found at:-

<https://www.gov.uk/government/publications/induction-for-newly-qualified-teachers-nqts>

2.2. The statutory document provides detailed guidance on the following:

- The Induction process (including guidance on relevant institutions, eligibility for induction, the appropriate body and monitoring, support and assessment during the induction period).
- Special circumstances (including guidance on reducing and extending induction periods).
- Unsatisfactory Progress and appeals.
- Roles and responsibilities.

3. Key Points

3.1. All qualified teachers who are employed in a relevant school in England must by law have completed an induction period satisfactorily, subject to specified exceptions. As multi academy trust BPET is exempt from this requirement but recognises the importance of a well-planned “bridge” between teacher training and a career in teaching. An NQT cannot undertake statutory induction (or a period of employment counting towards induction) unless they have been awarded Qualified Teacher Status (QTS). In order for the NQT to serve induction, the Headteacher and appropriate body must agree that the post is suitable for this purpose.

3.2. The Headteacher must ensure an NQT has a reduced timetable of no more than 90% of the timetable of the school’s existing teachers on the main pay range to enable them to undertake activities in their induction programme. This is in addition to the 10% reduction in respect of PPA that all teachers receive. The length of an induction period an NQT is required to serve is the full time equivalent of one school year (usually three school terms).

3.3. A suitable monitoring and support programme must be put in place for the NQT and the Headteacher must appoint a person to act as the NQT’s induction tutor. Formal assessment should be undertaken on a termly basis. If it becomes apparent that an NQT is not making

satisfactory progress, the appropriate body should be informed and the Headteacher must ensure that additional monitoring and support measures are put in place immediately.

4. Induction for New Employees

4.1. Induction provides a process for new employees to learn about:

- duties and responsibilities of the role and expectations in terms of work standards, behaviour, initial objectives and targets;
- how the role relates to work colleagues and their respective roles;
- structure of the school/academy and how it relates to other schools/academies, organisations or bodies;
- the terms and conditions of their employment;
- workplace policies, procedures, practices and equipment.

4.2. It provides an opportunity for new employees to ask as many questions as necessary. The Line Manager must ensure that they have all the information they need to learn about how to undertake their new role successfully and identify initial learning needs and how they will be met. In particular, this must include learning about:

- Health and Safety Codes of Practice;
- the schools approach to Safeguarding;
- emergency evacuation procedures;
- Equalities Policy and Dignity at Work Code of Practice.
- Keeping Children Safe in Education
- Working Together to Keep Children Safe
- Data Protection Policy and associated Privacy Notices and policies
- Whistleblowing policy

4.3. Any new postholders should receive a thorough induction to ensure they are able to perform effectively in their new role. This applies to:

- all new employees joining the school/Central trust team;
- any existing employee moving roles within the school/Central trust team, for example through promotion, internal secondment, sideways move or redeployment.

4.4. It may also be beneficial to use the induction process for:

- any employee joining the school / academy following a TUPE transfer, partnership working or external secondment;
- employees returning to work following a long term absence (for example following long term sick leave or maternity leave) as part of a facilitated return to work programme.

4.5. To avoid 'information overload', induction should ideally be delivered gradually over the employee's first 8 weeks in their new role. However, it is important to remember that in reality it may take longer than this for someone new to a role and/or new to the school/academy to settle in completely and perform to their full potential. Therefore, the total induction period should run, for employees new to the school, alongside a six month probationary period or, for existing employees in a new role, alongside a review period.

4.6. A model template can be found at appendix 1.

5. Probation Arrangements

5.1. Probation is a trial period during which the line manager should ensure the new employee receives relevant opportunities to learn and develop in their new role. It provides the line

manager with opportunities for appraising the new employee's aptitude, knowledge and conduct and assessing their suitability to undertake the new role. The formal probationary procedure would apply to employees newly appointed to the BPET and where confirmation of employment is subject to the successful completion of the probationary period.

5.2.

5.3. It is essential that this condition of employment is explained to the newly appointed employee both at the time the verbal offer of employment is made and when the school issues its letter of appointment immediately following the interview. The probationary condition should also be contained within the Statement of Particulars/Contract of Employment.

6. Duration of Probationary Period

The appointment of every new teaching or support staff employee to BPET will be subject to a formal probationary period of up to 6 months from date of commencement, unless the Headteacher/Manager has agreed that previous service is relevant to the job and counts towards continuous service. Managers should be mindful of the implications of school holidays on term time only employees which could require the probationary period to be made longer than 6 calendar months where the first 6 months of employment covers a main school holiday. This will also mean an adjustment to the timing of the review meetings and completion of progress reports.

7. Notice Period during Probationary Period

The notice period for new employees with no continuous service during the probationary period, will be one week on either side.

8. Responsibilities

8.1. Senior Management

The Headteacher is responsible for setting performance and conduct standards and ensuring these are communicated to all new employees. The School Leadership Team (SLT) have a responsibility for ensuring that the induction and probation procedures are followed. If the new employee is a member of the SLT the Headteacher will be responsible for managing the probation period. For all other new employees the line manager will be responsible.

8.2. Line Managers

Line Managers have an obligation to ensure that the induction and probationary procedures are followed. Failure to do so may result in there being a breach of contract. Managers are, therefore, responsible for ensuring that they:

- ensure all 'housekeeping' arrangements are in place for the new employee joining the team, eg IT access;
- deliver the induction and probation/review process effectively and that they ensure the new employee receives all the necessary information to help them adapt to their new role;
- arrange timely formal probation/review period meetings with the new employee;
- assess the new employee's suitability and take appropriate action when there are signs that the new employee is not suited to the role;
- provide constructive and fair feedback through regular 2-way discussions;
- provide additional learning or support when they identify this is needed;
- deal with any concerns in a timely and appropriate manner;
- implement extensions to probation only in exceptional circumstances, with advice from the Central trust team and/or BPET HR provider;
- complete all necessary paperwork on time for actioning by the school's payroll provider and for retention on the employee's personal file;

- ensure the new employee understands that they need to raise any concerns or queries at the earliest opportunity with them or alternatively with an alternative manager.

8.3. New Employees

Probation is a trial period during which new employees are responsible for ensuring that they:

- work to their full potential to demonstrate they meet the standards required and prove their suitability for the role;
- are proactive; they participate fully; and co-operate at all times;
- use the DropBox folder on policies and procedures as a point of reference and keep useful information or notes within it as appropriate;
- raise any concerns or problems at the earliest opportunity with their Line Manager.

8.4. Existing Staff New to the Role

The probation period is to ensure that regular meetings take place to assess the employee's progress within the new role and to provide any support/training required. If the employee is unsuccessful in the new role the BPET Staff Capability policy may need to be followed if the employee has continuous service having worked in a school previously. i.e. a teacher taking on a management role.

9. Regular Supervision

During the first 6 months, the SLT/Line Manager should hold regular one to one supervision sessions with the employee to agree standards and objectives and monitor progress. It is necessary to keep a written record of these discussions which will be used at the formal probationary review meetings.

10. Formal Probationary Review Meetings

The Line Manager must ensure the formal probationary review meetings are held, as follows:

Schedule of Formal Probation Review Meetings	
Complete 1st formal review	By the end of Month 1
Complete 2nd formal review	By the end of Month 3
Complete final formal review	No later than the end of Month 5

Line Managers may hold additional formal review meetings with the employee to review progress at any stage during the 6 month period and use the 2nd formal review form as an interim form. For teaching staff use the performance management review template.

11. Possible Outcomes of the Probationary Process

11.1. Confirmation in Post

If the Line Manager assesses that the new employee is suitable for the role, they must confirm to the new employee in post at the final formal probation review meeting. At the meeting, the Line Manager should congratulate the new employee on their success in proving themselves suitable for the role. The Headteacher should confirm the decision in writing, using the template letter for successful completion of probation (Appendix 5).

11.2. Concerns about Suitability of a new employee within the 6 month Probationary Period

If the Line Manager has concerns about the new employee's consistent failure to meet the standards required and their suitability for the job, by the end of month 5 of the probationary period at the latest, they must have completed the following steps:

Step 1: The Line Manager must hold a meeting with the employee to advise them that they are not meeting the standards required of them and that failure to improve may lead to termination of employment. The Line Manager should:-

- Set targets / objectives for improvement to be achieved by the date of the next review meeting.
- Ensure the employee receives any identified support required to enable the employee to meet the targets/objectives within the agreed timescale.
- Confirm the meeting in writing and complete a second review form (Appendix 2) which must be retained on the employee's personal file.
- hold regular formal review meetings to monitor progress and give feedback.
- keep written records of the meetings held.

Step 2A - Required Standard Achieved

If there has been sufficient improvement during the agreed timescale, which the Line Manager considers demonstrates the employee's suitability and that this is sustainable, by the end of month 5 at the latest, the Line Manager should hold a final review meeting at which the Manager should congratulate the new employee on their success in proving themselves suitable for the role. The Line Manager should complete the Final Review Form (Appendix 3) confirm the decision in writing, using the template letter for successful completion of probation (Appendix 5).

Step 2B - Required Standard not achieved

If, during the next month, Line Manager has assessed that the required standards are not being met, the Headteacher must hold a meeting with the employee, by the end of month 5, at which they must advise the employee that they have been unsuccessful in completing their probationary period and provide the employee with the reasons why they have demonstrated that they are not suitable for the job. The employee should be given reasonable notice of this meeting and afforded the right of representation at this meeting by either a Trade Union representative or a work colleague. At the meeting, the Line Manager must explain why they think any extension to the probationary period would not be productive, and why they wish to terminate their employment. It is important that the Headteacher listens to the employee's views and takes into account any mitigating circumstances which may explain why they have not met the required standard. The meeting should adjourn to allow a decision to be made. When the meeting reconvenes, the Headteacher must inform the employee if it has been decided to dismiss. The Headteacher must confirm the decision using the final review form (Appendix 3) together with the template letter (Appendix 8) for unsuccessful completion of the Probationary Period and termination with the required amount of notice entitlement as set out above. The employee must be given the right of appeal.

Step 2C - Required Standard not achieved / Extension of Probation

If, by the end of month 5 at the latest, there has still not been sufficient improvement, the Line Manager may, in exceptional circumstances (for example, prolonged periods of unavoidable absence), decide that, given a further limited period, the employee will be able to demonstrate their suitability. In this case, the Line Manager may seek to extend the probationary period, by a minimum of 1 month and normally a maximum of 3 months. This can only be done with the agreement of the employee. The Line Manager must complete the 2nd formal review form (Appendix 2) and confirm the decision using the extension to probationary period template letter (Appendix 6). The Line Manager must then apply Steps 1 and 2 above. If there are any sickness absences during the extension of the probationary period, the Line Manager should consult with BPET HR provider and review the circumstances of the individual case. If one month before the end of the extended period the Line Manager assesses that the employee has demonstrated their suitability and that this is sustainable, the Line Manager should follow Step 2A above. If by one month before the end of the extended period the Line Manager assesses that the employee has not

demonstrated their suitability which is sustainable, the Line Manager should follow Step 2B. There must be no further extension to the Probationary Period. Managers should seek advice from BPET HR provider to ensure that appropriate, fair and consistent action is taken and that procedure and legislative requirements are met.

Related Policies:

- Capability
- Disciplinary procedure

Appeals Procedure

Employees have the right to Appeal against any sanction i.e. written warnings and dismissal.

Appeals must be registered in writing with the appropriate person (see details below) , within ten working days of the employee being notified in writing confirming the disciplinary decision. Appeals received after this period will not be heard.

For School Based Staff below Headteacher

The employee must write to the Headteacher stating their grounds for appeal. The Headteacher is responsible for setting up the Appeal Hearing on behalf of the Chief Executive. The appeal will be heard by the Chief Executive with an independent adviser. The Chief Executive, as Chair of the Panel, will have the deciding vote if the panel cannot agree.

For Headteachers and the Central Trust Team

The employee must write to the Chair of the Board via the Clerk to the BPET Board. The Chair of the Board is responsible for arranging the appeal hearing. Appeals will be heard by a panel of three Trustees.

For the Chief Executive

The Chief Executive must write to the Chair of the Board via the Clerk to the BPET Board. The Chair of the Board is responsible for arranging the appeal hearing. Appeals will be heard by the Chair of the Board and two other Trustees.

The purpose of an appeal is for the member of staff to request the overturning of a decision, which they deem as unfair or unreasonable, for example because they believe the penalty/action was unduly severe, new evidence has come to light, or the proper procedure was not followed in the original hearing

Employees / appellants may present any further evidence which was unavailable at the time of submission of the appeal documentation at least five working days prior to the Appeal Hearing so that management has an opportunity to respond.

Appeal hearings will be convened as soon as is reasonably practicable and the employee/appellant will be given no less than 10 working days' notice of the time and place of the Appeal hearing.

The Appeal will concentrate on the area(s) of dispute only and will not be a re-run of the whole dismissal hearing. Accordingly, it is important that the employee is explicit about the grounds for appeal and must provide clear and specific reasons in writing. Such written notice of the Appeal must include reference to any new facts the employee/appellant intends to raise at the Appeal.

The result of the Appeal and the reasons for the decision will be conveyed to the appellant as soon as possible. Normally this will be on the same day as the appeal hearing, but in exceptional circumstances this may not be possible. In all cases the appellant and his/her

representative will be notified within 5 working days of the appeal meeting in writing by the Chair of the Appeal Hearing. The decision of the appeals panel is final.

APPENDIX 1- MODEL INDUCTION CHECKLIST

The following checklist is intended as a guide for the induction of new staff. This may include new entrants to the profession, to the School/Service and/or to a new role within the School/Service. The checklist should be used and/or adapted accordingly.

AREA/TOPIC	WHEN TO BE ACTIONED (e.g. 1 st day, 1 st week etc.)	Notes	Completed (initials)	
			Emp.	Mgr.
Risk Assessment				
Evacuation Procedures (Fire/bomb threat)				
Health and Safety Information, Policy and Responsibilities				
Facilities – Toilets, Refreshments, Staff Room, Notice boards. Other (Specify):				
Equipment – VDU Use/Workstation Assessment, IT (inc. Passwords, e-mail, etc.), Internet, Telephones and Directory, Voicemail, Printing, Photocopying, Fax, Confidential Waste. Other (Specify):				
School/Service Structure				
Team Meetings				
Introduction to Immediate Colleagues				
Introduction to Other Colleagues				
Professional Association/Trade Union Rep (if on site)				
School/Service Provision – Operating hours, Lunch breaks, other breaks, rotas				
Sickness/Absence Reporting Procedures				
Requesting Leave (where applicable)				
Financial Authorisation (where applicable)				
Travel and Expenses (where applicable)				

Discussion about Job Description/Person Specification				
Introduction to duties and responsibilities: <i>(insert any specific arrangements)</i>				
			Emp.	Mgr.
Discussion about any specific needs – e.g. special facilities or equipment, training, development or instruction				
Arrangements for attendance on any initial courses, training or instruction, for mentoring etc.				
Introduction to School/Service Policies, Vision and Values Staff handbook including HR policies Equality & Diversity Policy Safeguarding Policies and local procedures including Identification of Designated Safeguarding Officers and LADO Child Protection Keeping Children Safe in Education (KCSIE) E-Safety Safer Recruitment Use of physical restraint Use of cameras and mobiles Whistleblowing Staff Code of Conduct Health and Safety Behaviour policy and practitioners guide Anti-bullying policy Educational visits policy Risk assessments policy First Aid policy Teaching and Learning Policy Assessment, Recording and Reporting Policy School Development Plan School Travel Plan (Add any other school specific policies)				

<p>TEACHING STAFF ONLY</p> <p>NQT Induction Arrangements, as relevant</p> <p>Arrangements made for allocation of Induction Tutor, LA-based and School-based Induction Programmes, observation and review meetings</p> <p>Performance Management Arrangements, as relevant</p> <p>Arrangements made for appointment of a reviewer, provision of information about school/service performance management policy and process etc.</p>				
<p>SUPPORT STAFF ONLY</p> <p>Probation/Induction and Assessment Period Arrangements, as relevant</p> <p>Arrangements put in place for Probation/Induction and Assessment Period, Inc. support/training, reviews and information about School/Service Probation/Induction Asst. Period Policy and process etc.</p> <p>Performance Appraisal Arrangements, as relevant</p> <p>Arrangements put in place for Performance Appraisals and provision of information about School/Service Performance Appraisal policy and process.</p>				
<p>Other Job Specific TASKS:</p> <p><i>(insert details, as appropriate e.g. health and safety training/requirements for site manager)</i></p>				
<p>To be signed by employee and Headteacher when all tasks completed and /or necessary arrangements put in place.</p> <p>Signed: _____ (Employee) Date: _____</p> <p>Signed: _____ (Headteacher) Date: _____</p>				

APPENDIX 2 – SUPPORT STAFF

1ST FORMAL REVIEW MEETING (END OF MONTH 1) – SUPPORT STAFF

This form should be completed (continue on separate sheet if necessary) by the end of month 1. Both the Line Manager and the postholder should meet to discuss progress and both should be fully involved in its completion. Once completed, a copy should be given to the postholder and a copy placed on the employee’s HR file.

Name:		Date of Appointment	
Job Title:		Line Manager	
Is the postholder happy that all the topics within the Induction have been fully covered? Detail any topics which have either not yet been covered or fully understood. Outline the action required and timescales. Have any immediate training or development needs been identified? If so please detail how these will be met?			
Is the post holder aware of the school’s procedures in relation to safeguarding and clear about who they should raise any concerns about child protection and safeguarding with?			
Detail any issues or concerns that have been raised by the postholder during month 1 of their induction. Detail what action has been / will be taken to address these.			
Is any further information required? If so what, how and when will this be achieved?			
Can the first month of induction be signed off as completed?		Yes	No
Is the post holder clear about what their new role entails and how they contribute to the work of the School? Outline any areas requiring further clarification and how this will be achieved.			
Describe the postholder’s working relationships with colleagues, and other schools/central team/parents identifying any positive areas or any areas for improvement. Outline any action required and timescales.			
Outline the areas in which the postholder is performing well.			

Provisional date for the 2nd formal review meeting agreed as: _____

Signed: _____ Date _____

PRINT NAME: _____

General comments from postholder

Signed: _____ Date _____

PRINT NAME: _____

APPENDIX 3 – SUPPORT STAFF

2ND FORMAL PROBATION REVIEW MEETING (END OF MONTH 3) – SUPPORT STAFF

This is the form which should be used for any review meetings between Month 1 and Month 5.

Both the Line Manager and the employee should meet to discuss progress and both should be fully involved in its completion. Once completed, a copy should be given to the postholder and a copy placed on the employee's HRfile.

Name:	Date of Appointment
Job Title:	Line Manager
Date of 1 st Review	
If the induction topics were not previously signed off, have all outstanding induction topics from the previous review now been fully covered and understood? If not please provide details and agreed actions.	
Is the post holder aware of the schools procedures in relation to safeguarding and clear about who they should raise any concerns about child protection and safeguarding with?	
Detail any issues or concerns that have been raised by the postholder since their last review. What action has / will be taken to address these and how / when?	
Are they positively contributing towards the work of the school? Outline any areas requiring further clarification and how this will be achieved.	
Outline the areas in which the postholder is performing well and where their strengths lie, including any key achievements.	
Are there any specific areas for improvement? If so, outline what these are, the support required to make improvements and how these will be jointly addressed and monitored.	
If any key targets or actions were agreed during the last review, what progress has been made against these? If targets remain outstanding, provide reason and how and when these will be achieved.	
What are the key objectives or targets between now and the completion of their probationary period? What support is required and how will progress be jointly addressed and monitored?	

Is additional training, development or support required to achieve the improvements or key objectives above?

Describe the postholder's working relationships with colleagues, and other schools/central team/parents identifying any positive areas or any areas for improvement. Outline any action required and timescales.

Are there any concerns about the postholder's attendance level (punctuality, reliability or sickness)? If so, outline these and how they are being jointly addressed.

Are there any Health, Safety or Welfare matters? If so, outline these and how these are being jointly addressed.

How is the postholder managing their workload and work/life balance?

Does the postholder understand their responsibilities for equalities and diversity? Detail any area where they have demonstrated good practice / areas for increased awareness and how these will be addressed.

Does the postholder feel able to raise any concerns they have, or to challenge harassment, discrimination or other inappropriate behaviour? If not how will this be addressed?

Are there any outstanding issues to address before the postholder is confirmed in post? If yes, outline these and the agreed action and timescales for improvement. How will this be monitored? (Attach a separate action plan if necessary). (Advice should be sought from BPET HR provider)

General comments or observations from Line Manager

Line Manager to complete:

I confirm that there has been satisfactory progress to date in this post. Provisional date for Final Review meeting (end of Month 5) is: _____

OR

I am unable to confirm that the probationary period has been satisfactorily completed to date. I have identified areas for further improvement and discussed these with the employee: Provisional date for Final Review meeting (end of Month 5) is: _____

OR

Formal review only - probationary period not applicable due to previous continuous service with a school/LA

Signed: _____ Date _____

PRINT NAME: _____

General comments or observations from postholder

Signed: _____ Date _____

PRINT NAME: _____

APPENDIX 4 - FINAL FORMAL PROBATION REVIEW MEETING (END OF MONTH 5) – SUPPORT STAFF

This is the form which should be used for the Final Formal Probation Review Meeting held by the end of month 5. If the Manager has concerns about the new employee's consistent failure to meet the standards required and their suitability for the job, by the end of month 5 of the probationary period at the latest, they must inform the employee where they are not meeting the standards required of them and that failure to improve may lead to termination of employment. The Manager should set targets / objectives for improvement to be achieved by the date of the next review meeting. The Manager must ensure the employee receives any identified support required to enable the employee to meet the targets/objectives within the agreed timescale. Both the e Manager and the employee should meet to discuss progress and both should be fully involved in its completion. Once completed, a copy should be given to the postholder and a copy placed on the employee's personal file.

Name:	Date of Appointment
Job Title:	Line Manager
Date of Interim Review	
If the induction topics were not previously signed off, have all outstanding induction topics from the previous review now been fully covered and understood? If not please provide details and agreed actions.	
Is the post holder aware of the schools procedures in relation to safeguarding and clear about who they should raise any concerns about child protection and safeguarding with?	
Detail any issues or concerns that have been raised by the postholder since their last review. What action has / will be taken to address these and how / when?	
Are they positively contributing towards the work of the team/ school? Outline any areas requiring further clarification and how this will be achieved.	
Outline the areas in which the postholder is performing well and where their strengths lie, including any key achievements.	
Are there any specific areas for improvement? If so, outline what these are, the support required to make improvements and how these will be jointly addressed and monitored.	
If any key targets or actions were agreed during the last review what progress has been made against these? If targets remain outstanding provide reason and how and when these will be achieved.	
What are the key objectives or targets between now and the completion of their probationary period? What support is required and how will progress be jointly addressed and monitored?	

Is additional training, development or support required to achieve the improvements or key objectives above?

Describe the postholder's working relationships with colleagues, and other schools/central team/parents identifying any positive areas or any areas for improvement. Outline any action required and timescales.

Are there any concerns about the postholder's attendance level (punctuality, reliability or sickness)? If so, outline these and how they are being jointly addressed.

Are there any Health, Safety or Welfare matters? If so, outline these and how these are being jointly addressed.

How is the postholder managing their workload and work/life balance?

Does the postholder understand their responsibilities for equalities and diversity? Detail any area where they have demonstrated good practice / areas for increased awareness and how these will be addressed.

Does the postholder feel able to raise any concerns they have, or to challenge harassment, discrimination or other inappropriate behaviour? If not how will this be addressed?

Are there any outstanding issues to address before the postholder is confirmed in post? If yes, outline these and the agreed action and timescales for improvement. How will this be monitored? (Attach a separate action plan if necessary). (Advice should be sought from BPET HR provider)

General comments or observations from Manager

Line Manager to complete:

I can confirm that the probationary period has been satisfactorily completed and the employee's suitability for the role. I have sent a letter to the employee confirming the successful completion of their probation

OR

I am unable to confirm that the probationary period has been satisfactorily completed. Due to exceptional circumstances I have decided to extend the employee's period of probation for 1/2/3 (delete as applicable) month/s. I will hold regular review meetings with the employee during this time and hold a further final review meeting on date: _____ to confirm if sufficient improvement has been made for me to confirm either the successful completion of their probation or if not, their termination

OR

I am unable to confirm that the required standards have been met by the employee during the probationary period. I have advised the employee that they have been unsuccessful in completing their probationary period and provided them with the reasons why they have demonstrated they are not suitable for the job. I have met with the employee (who was given the option to be accompanied by a work colleague or Trade Union representative) and I was accompanied by the Headteacher. The outcome of the meeting was that a decision was made to terminate the employee's employment on date: _____. The employee was informed at the meeting they had the right to appeal against the decision made or a decision was made to extend the employee's period of probation for 1/2/3 (delete as applicable) month/s. I will hold regular review meetings with the employee during this time and hold a further final review meeting on date: _____ to confirm if sufficient improvement has been made for me to confirm either the successful completion of their probation or if not their termination.

OR

Formal review only - probationary period not applicable due to previous continuous service with a school/LA

Signed: _____ Date _____

PRINT NAME: _____

General comments or observations from postholder

Signed: _____ Date _____

PRINT NAME: _____

APPENDIX 5 – SUCCESSFUL COMPLETION OF PROBATION

Private & Confidential

Name

Address

Date:

Dear

Re: Probation and Assessment Period

I am writing to confirm that you have successfully completed your Probation and Assessment Period in the post of *[insert post title]*. A copy of this letter will be placed on your HR file.

I would like to take this opportunity to wish you well in your future career with us.

Yours sincerely

Headteacher

APPENDIX 6- CONFIRMATION OF EXTENSION TO PROBATIONARY PERIOD

Private and Confidential

Name

Address

Date

Dear

CONFIRMATION OF EXTENSION TO PROBATIONARY PERIOD

I write to confirm the outcome of your recent probationary review meeting (5 months).

This meeting was held to discuss and review your performance during your probationary period to date. At this meeting you were accompanied by (insert name of trade union representative or work colleague). During this meeting I made you aware there are some the on-going concerns in relation to your performance, which are detailed in the enclosed copy of the review form.

In summary we agreed the following targets / areas for improvement:

Detail these as required XXXX

To help you successfully achieve these targets the following support was agreed for you:

Detail the support, additional training or development identified XXXXX.

We also acknowledged (detail any points, concerns or mitigating circumstances raised by the employee) which I appreciate may be impacting upon your performance at present. Detail how these issues are being jointly managed and what action has been agreed.

The outcome of this meeting is that I am currently unable to confirm that you have satisfactorily completed your probationary period. In order to provide you with additional time to demonstrate your suitability for the post and make the required improvements we discussed the option of extending your probationary period. We agreed an extension period of 1/2/3 (delete as applicable) month(s) to take effect from X.

To indicate your acceptance of the extension period, please could you sign the note at the foot of this letter and return one copy to me. The other copy is for you to keep.

It is important for you to understand that you will be expected to demonstrate your suitability for the post during this extension. If you fail to achieve the standards required as set out above / in the enclosed probationary review form / improvement plan we will unfortunately be unable to confirm you in post and your employment will be terminated. Should this be the case you will be entitled to 1 weeks' notice.

As agreed I will hold weekly informal review meetings with you to monitor your progress. Your final formal probationary review meeting will be held on X and to ensure you feel supported you can be accompanied by your Trade Union Representative or a work colleague of your choice, if you so wish.

I hope the support mechanisms I have put in place will lead to the successful completion of your probationary period. I am also pleased to note your intention and commitment to achieve the required standards. I appreciate that this is an anxious time for you and wish to reassure you that we will support you where possible to make the required improvements. Meanwhile, if you have any concerns or queries, please don't hesitate to contact me.

Yours sincerely

Line Manager

APPENDIX 7- SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD (FOLLOWING EXTENSION)

Private and Confidential

Name

Address

Date

Dear

SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD (FOLLOWING EXTENSION)

Following your Final Formal Probation Review Meeting held at the end of Month 5 when I informed you that you were not meeting the standards required, I am pleased to inform you that since then you have sufficiently improved.

Therefore, I can confirm you have successfully completed your probationary period of employment.

I would like to take this opportunity to congratulate you and thank you for your contribution during your first 6 months of employment. I hope you will continue to enjoy working at the school.

Yours sincerely

Line Manager

APPENDIX 8 NOTIFICATION OF UNSUCCESSFUL COMPLETION OF PROBATIONARY PERIOD & TERMINATION OF EMPLOYMENT

Private and Confidential

Name

Address

Date

Dear

NOTIFICATION OF UNSUCCESSFUL COMPLETION OF PROBATIONARY PERIOD & TERMINATION OF EMPLOYMENT

I am writing to confirm the outcome of your final / extended final probationary review meeting, which was held on (date of meeting) with myself (and names of any others present). You were accompanied by (name of trade union representative or work colleague if applicable).

During this meeting we discussed your overall performance during your probationary / extended probationary period and whether you had made the required improvements to satisfactorily achieve the targets agreed with you at your 2nd / final probationary review meeting. Please find enclosed a copy of the final review form for your information.

After careful consideration of all the facts presented the decision was made that you had unfortunately not been successful in completing your probationary period for the reasons detailed below:

Detail each target / improvement area previously agreed and how the employee has performed against these.

The decision was therefore made to terminate your employment with effect from (date). You are entitled to receive 1 weeks' notice. You will not be required to work during this period and you will be paid in lieu of notice (delete if applicable). Your final salary will also include any other payment due to you including any accrued holiday payments. These monies will be paid direct into your bank account and a final payslip and P45 will be sent to your home address. You have the right of appeal against this decision by writing, stating the reason for your appeal, to me within 10 working days of receiving this letter.

Yours sincerely

Head Teacher

.....

Please sign the enclosed copy of this letter to confirm its receipt and your understanding of its contents and return to me.

I confirm that I have received and understood the contents of this letter.

Signed: Date:.....

APPENDIX 9 - INVITE TO FINAL / EXTENDED FINAL PROBATIONARY REVIEW MEETING

Private and Confidential

Name

Address

Date

Dear

Dear

INVITE TO FINAL / EXTENDED FINAL PROBATIONARY REVIEW MEETING

Following your 2nd / final probationary review meeting at which your on-going progress during your probationary review period was discussed, I would now like to invite you to attend a final / extended final formal review meeting on (date).

Present at the meeting will be myself (and add in details as applicable). The purpose of the meeting is to discuss how you have progressed against the objectives / targets / agreed action plan XXXXXX (detail specifics as required) and discuss what action may be required.

As this will be your final review meeting, you need to be aware that confirmation of your employment is subject to you demonstrating that you have attained and can sustain the required improvements / objectives / targets / actions (detail specifics as required). Therefore, if it is felt that you have not achieved the required standards / performance improvements during your formal probationary period, this may result in the termination of your employment contract.

In order that you feel supported during this meeting you are entitled to be accompanied by either your trade union representative or a work colleague or your choice. If you are unable to attend I would appreciate it if you could let me know as soon as possible so that an alternative date can be arranged. In the meantime, if you have any questions or concerns, please don't hesitate to contact me.

Yours sincerely

Headteacher