



PROBATION POLICY & PROCEDURE

This policy is applicable to our schools; Khalsa Secondary Academy (KSA), ATAM and TKAW and any further schools we open.

Approved : February 2020

Review : February 2022

1 General Principles

Purpose

The Khalsa Academies Trust is committed to ensuring that all newly appointed staff receive the best possible support during their probation period to demonstrate their suitability to undertake the full range of duties of their post. This policy applies to all employees of Khalsa Academies Trust.

The probation period is vital to induct staff effectively into KAT Schools.

Line managers should:

- ensure that new staff are welcomed and feel valued
- provide key information
- recognise that joining a different organisation is challenging and therefore be available to support new staff

During the probation period, employees must only undertake the duties of the post to which they have been appointed. Probationary employees should not cover any other vacant posts in addition to or instead of their own job.

Our commitments to providing thorough probationary arrangements and support also includes teachers, support staff and apprentices. *Completion of an NQT year in a previous employment does not exclude a teacher from KAT probationary process.*

All new appointments with the Trust (including fixed term appointments) are subject to a probationary period that must be satisfactorily completed before an employee can be confirmed in a post.

The probationary period will be for 6 months.

Staff who are appointed from other posts within the School who have already successfully completed a probationary period may be subject to further probationary period if the post is significantly different from the one they previously held. E.g. a teaching assistant who might undertake training and then be appointed in a teaching role.

Employees are not subject to capability proceedings or appraisal while in a probationary period. However they will have access to the support as required.

2 Process

At the earliest opportunity, during the first week of employment, the line manager/Senior Leader will arrange a meeting with the employee. This meeting will form part of the induction process and should be used to set the 2 formal probationary meetings for the duration of the probation period along with the performance expectations and standards. Meetings are usually held after months 2 and 5.

The first formal probation review will take place at the end of month 2. This review, and subsequent reviews, will focus on performance against the objectives and specified competencies and identification of learning and development needs.

Any comments the employee has will be discussed and recorded on the Probation form.

Line manager/senior leader should raise any areas of concern at the earliest possible opportunity with the employee. Managers should not wait until the next probationary meeting.

Where any objective has not been achieved, or only partially achieved, this must be fully explained on the Probation Form at the time of the meeting, together with an action plan identifying how the concerns should be addressed and the required outcomes.

Towards the end of the 6 month probation period (unless significant concerns have emerged before this) the line manager/senior leader will decide whether or not it is appropriate to confirm the appointment.

Where the performance objectives (as set out on the Probation Form) have been achieved, the appointment should be confirmed. Where the standards have not been achieved, and performance is considered to be unsatisfactory, the line manager/senior leader should refer to section 3 below.

Confirmation of Appointment

Where the appointment is to be confirmed the line manager/senior leader must complete the relevant section on the Probation Form and submit the form to their HR Team. A letter will be issued confirming the employee of the successful completion of their probationary period.

3 Unsatisfactory Performance

Where performance and/or conduct is unsatisfactory, line manager/senior leader can recommend termination of employment at any stage during the probation period, subject to the procedure under section 5.

Also, the Trust's Code of Conduct, Disciplinary rules, Equality policy, Behaviour policy and the Grievance Policy, set out the standards of behaviour expected of employees. Failure to meet the required standard may result in recommendation of termination of employment.

The following are examples of unsatisfactory performance, although this list is not exhaustive:

- Performance/and or conduct falls short of the required standard,
- Absence (for any reason) has impacted on the line manager/senior leader's ability to make a fair assessment
- Failure to achieve performance objectives set during the probationary period
- Poor attendance or timekeeping (absence of more than 5 days in the six month probation period would normally be considered unsatisfactory)
- Non compliance with or breach of Trust policies
- Poor standard of interpersonal behaviour

Process for dealing with immediate concerns

Where the performance/conduct of the employee has been identified as unsatisfactory, and the line manager/senior leader is contemplating further action, a meeting must be convened as soon as possible to bring this to the employee's attention. This may be separate to the standard probationary meeting.

The purpose of the meeting is for the line manager/senior leader to discuss the area(s) of concern with the employee and for the employee to be given an opportunity to respond.

The employee has the right to be accompanied by a Trade Union representative or a work colleague at this meeting.

After the meeting, the line manager/senior leader will consider which of the following three options is appropriate:

- Outline the improvement required, giving specific and realistic targets, and how these will be supported and reviewed within the remaining term of the probation period
- Extension of the probation period (see section 4)
- Termination of employment (see section 5)

4 Extension of the Probation Period

In exceptional circumstances an extension of the probation period may be used where the application of the procedure has not been consistently applied or where the employee has been on prolonged sickness absence.

The extension must be recorded on the Probation Form and forwarded to the HR lead.

The employee will be notified of the extension and the grounds for it, in writing. The employee must also be advised that failure to improve may result in the termination of employment.

The period of extension will not normally exceed 3 months. Line manager/senior leaders may choose a shorter period of extension where this is considered appropriate.

The line manager/senior leader must continue to meet with the employee according to the Probationary progress. The monitoring / review meetings should be recorded on the Probation Form.

Review of Extension

Towards the end of the agreed extension of probation, the line manager/senior leader must arrange a final meeting to review the employee's performance.

The purpose of the meeting is for the line manager/senior leader to discuss the employee's performance during the extension period and for the employee to be given an opportunity to respond.

The employee has the right to be accompanied by a Trade Union representative or a work colleague at this meeting.

After the meeting, the line manager/senior leader will consider which of the following two options is appropriate:

If the extension period has enabled the employee to reach the required standards then the line manager/senior leader will advise the employee that the appointment is confirmed and complete the Probation Form which should then be forwarded to HR Lead.

If however, the employee has not reached the required standards, then the employee is informed of next steps regarding this matter.

5 Failed Probation

The Principal, in consultation with the line manager/senior leader and Senior HR Manager will consider whether or not the employee's contract of employment should be terminated. Any decision must be justified with sufficient supporting evidence and that employee is served with appropriate notice.

PROBATION – FIRST REVIEW (END OF MONTH 2)

To be completed by line manager/senior leader in discussion with employee

	Assessment				
			Meets standard required	Improvement Required	Not Satisfactory
Job Performance					
Attainment of relevant job knowledge/skills					
Standard of performance achieved					
Ability/willingness to participate in staff development activities					
Progression towards performance objectives identified at initial meeting					
Displays high standards of professional conduct					
Shows initiative					
Working with Others					
Ability to communicate and interact effectively with others					
Attitude to colleagues					
Time Keeping					
Adherence to agreed start/finish/break times					
Attendance					
No of days sickness					

<p>Review of Performance Objectives & Progress and Further Actions</p>

<p>Employee Comments</p>
Employee Signature:
Manager Signature:
Date:

PROBATION – FIRST REVIEW (END OF MONTH 5)

To be completed by line manager/senior leader in discussion with employee

	Assessment				
			Meets standard required	Improvement Required	Not Satisfactory
Job Performance					
Attainment of relevant job knowledge/skills					
Standard of performance achieved					
Ability/willingness to participate in staff development activities					
Progression towards performance objectives identified at initial meeting					
Displays high standards of professional conduct					
Shows initiative					
Working with Others					
Ability to communicate and interact effectively with others					
Attitude to colleagues					
Time Keeping					
Adherence to agreed start/finish/break times					
Attendance					
No of days sickness					

<p>Review of Performance Objectives & Progress and Further Actions</p>

<p>Employee Comments</p>
Employee Signature:
Manager Signature:
Date:

FINAL PROBATION REPORT

Recommendation from Line Manager

- Satisfactory Progress – Appointment to be confirmed
- Objectives not met – Appointment to be terminated with notice

If you are not recommending confirmation of post, please detail reasons for doing so

Line Manager:

Date:

Authorised by the Principal or CEO (in the event of SLT staff)

Comments

Signature:

Date: