

**Model Procedure for the Probationary Period of Employment**

**Support Staff in Schools**

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**PROBATIONARY PERIOD OF EMPLOYMENT**

  

**1. Introduction**

1.1 The City Council has updated its probationary policy for new employees to the council. It is recommended that this scheme is adopted and applied to all new support staff within schools.

1.2 All employees are subject to a minimum term of probation of 6 months, unless they have been transferred from another authority or area of the Council with continuous service, or other organisation identified under the Redundancy Modification order (such as an aided or foundation school).

1.3 At the end of the probationary period and subject to a satisfactory report by the line manager, the employee will be confirmed in post.

1.4Managers will need to ensure that a fair and consistent approach is adopted when managing probationary periods.

1.5 It is important that appointments are made on the basis that the interviewers are confident of the selected candidate’s likely suitability. When an offer of appointment is made, a new entrant should be informed that there is a 6 month probationary period, and failure to meet the requirements during this period may lead to termination of their contract. A statement relating to the probationary period will be inserted in the letter of appointment and statement of particulars.

**2. The Probationary Procedure**

2.1 At the start of the probationary period, the managershould discuss the following with the new employee:

* Induction Programme
* Expectations of the role
* Development requirements
* Format of probationary review meetings

Managers should ensure that a full induction is provided alongside the probationary procedure.

2.2Expectations of the role

At the start of the new employee’s employment, managers should set out clearly the expectations relating to performance and the objectives for the role. In the same way as with any employee, it is essential to set clear objectives. These should be reviewed on a monthly basis so the new employee and the manager are clear about how the employee is progressing. It also gives the opportunity for the objectives to be amended if necessary.

2.3 Development requirements

Development requirements should be discussed in relation to the new role. This may not necessarily mean a training course it could include shadowing other employees, learning about the organisation or becoming familiar with how the school operates.

2.4 Format of probationary review meetings

Probationary review meetings should take place each month. The review should focus on all aspects of the employee’s work and performance. It also needs to include timekeeping, attendance and ability to do the job.

It is essential that a record is kept of the meeting and given to the employee.

2.5How sickness absence, performance and misconduct will be addressed.

Managers should follow the school’s policies and procedures relating to sickness absence, performance and misconduct for staff in their probationary period.

2.6 Attendance and time keeping

During the monthly probationary reviews it is important to review attendance and timekeeping, and establish whether the new employee is able to sustain regular attendance in the role.

2.7 New employees should be issued with the code of conduct as part of their induction. Managers should also direct new employees to other policies and procedures which are relevant to the school and reinforce the core values of the organisation, including safeguarding.

2.8 Misconduct

Any issues regarding misconduct should be managed in accordance with the school’s Disciplinary Procedure.

**3. Successful Completion of Probationary Period**

3.1 An employee who has successfully completed the probationary period should be informed of this in writing at the end of the probationary period.

**4. Extension of the Probationary Period**

4.1 In exceptional circumstances, the manager may extend the probationary period for a maximum period of three months.

**5. Dismissal Hearing**

5.1 Where there has not been a successful conclusion to the probationary procedure a dismissal hearing should be convened as soon as possible. This should be in accordance with the school’s Disciplinary Procedure.

**6. Appeal**

6.1 An employee who is dismissed will have the right of appeal hearing, in accordance with the school’s Disciplinary Procedure.

**7.** **Employee Rights**

7.1 An employee dismissed with less than 24 months service will not normally have the right to claim unfair dismissal. However, under the Equality Act there is no minimum service for cases brought in relation to protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

7.2 Any termination of employment at the end of a probationary period should be justifiable where there are reasonable grounds and the procedure has been followed.