

Probationary Period Policy

Create Learning Trust



Approved by	Date	Review Schedule	Date of Review
Trust Board	July 2024	1 year	July 2025

1. Introduction

The Trust requires all new support staff employees with less than six months previous Trust/School service to complete a probationary period. This will enable employees to feel valued, to gain an appropriate insight into the workings of the Trust/School and progress into the role they are expected to play in order to make an effective contribution.

2. Policy

- 2.1 All such new employees will be subject to a 6-month probationary period. At the end of this period their appointment will be confirmed provided their performance and conduct are assessed as satisfactory through the probation review process.
- 2.2 At the beginning of their employment, the employee will receive an induction into the School. The Headteacher or line manager will identify any training or development needs they may have and make arrangements for these to be met. They will inform the employee of the standards of performance and conduct that are required.
- 2.3 During the probationary period the normal supervisory arrangements will apply. Additionally, the Headteacher or line manager will meet with the employee to formally review their progress. A note will be made of these discussions which will be shared with the employee and placed on their personal file. The Headteacher or line manager will complete the probationary review pro-forma.
- 2.4 Any concerns will be discussed with the employee, at the time they arise, and appropriate support and training will be provided.
- 2.5 If at the end of five months the employee's performance or conduct does not meet the required standards they may be dismissed. In some circumstances, the probationary period may be extended up to a maximum period of 10 months.
- 2.7 The notice period during the probationary period will be one week by either side.
- 2.6 Headteachers/line managers should address all problems of performance, attendance or conduct during the Probationary Period via the Probationary procedure. In cases of gross misconduct this may result in a dismissal before the end of the probationary period.

3. Aims/Principles

- 3.1 The Probationary Period allows the Trust/School to assess the suitability of new entrants to the Trust or school, before they are confirmed in substantive posts.

4. Scope/Application

- 4.1 This policy applies to all support staff employees appointed by the school, including staff appointed on temporary contracts.
- 4.2 This policy does not apply to casual workers or agency workers. However, should they transfer to a temporary or permanent position, they will be required to complete a probationary period at that point.
- 4.3 Employees who transfer from a temporary contract to a permanent contract, in the same role, will not have to undergo a further probationary period if they have already been employed for a continuous period of 6 months and performance is deemed to be satisfactory.

5. Definitions

Not Applicable

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