



**The
Three
Rivers**
Learning Trust

Name of Policy	Probation and Induction for Associate Staff
Policy Number	NS34
The Three Rivers or name of school	
Named Person(s)	Mark Tait
Review Committee	Resources
Last review date	Autumn 2018
Next review date	Autumn 2021

Purpose	Formal procedure for probation and induction
Key Changes	<ul style="list-style-type: none">• Reduced number of review meetings for probation
Sources	(DfE, School Bus, etc)
Statutory/Non-Statutory	

There are two purposes of the probationary period

- to ensure that the employee is well supported to succeed in their first few months of employment with the Learning Trust
- to objectively assess the conduct, performance and attendance of a new employee to establish whether an employee is suitable for confirmation of appointment

The probationary period includes a series of one to one meetings to ensure regular two-way communication between the line manager and the new employee, focused on achieving a successful probation and induction.

Scope of the Policy

All new associate staff employees to the Learning Trust including those with continuous previous Learning Trust service, will be subject to a probationary period of 6 months. Those transferred by TUPE will not be subject to probationary arrangements; neither will those employed on apprenticeship schemes as they have a learning agreement with the Trust.

Aim

New staff joining the Learning Trust will be provided with close support to ensure that they receive the best induction possible to their new role and the Learning Trust. At the end of the probationary period their appointment will be confirmed if they have met the standards expected of them. In the rare event that this is not the case their probation may be extended or it may be appropriate to review the contract of employment.

Role of Line Manager

The probationary period must be properly planned and managed in order that it is effective. The Line Manager must ensure that new employees are given a proper induction to the Learning Trust and also a proper induction into the role to which they are appointed. The Line Manager should provide a programme of training, instruction, guidance and reasonable assistance in settling into the new role.

The employee and line manager should have a clear understanding about the expected standards of attendance, conduct and performance. The Line Manager should clearly explain the standards expected and agree an action plan with the employee.

The induction checklist (Appendix C) should be completed early in the probation period.

The Line Manager needs to ensure the employee is aware that two-way communication must take place throughout the probationary period.

If either the manager or the employee identifies any issues, they must be discussed and documented with appropriate support put in place which will be monitored and reviewed.

The Line Manager is responsible for arranging regular, probationary interview sessions, and for ensuring they are conducted in a confidential environment.

Role of New Employee

The employee should seek to understand and engage with the support they are offered and provide timely, honest feedback on the impact of the programme. They should provide their best efforts to succeed with their probation and be comfortable in requesting support where they feel it is needed.

Role of Authorising Officer

The Authorising Officer (the Business Director) should ensure that any probationary periods within their service are correctly adhered to and that new employees receive adequate guidance and training to perform the role to which they have been appointed. The Business Director should attend the first and last meetings.

Procedure

At the outset of employment a series of tasks and deadlines will be agreed in a probation action plan.

During the 6 months probationary period, objective assessments of progress against this plan should be conducted after every 8 weeks. The line manager should meet with the employee to discuss the assessments. It is not necessary or appropriate to delay action until the review periods, or the end of the probationary period where a serious concern has been identified within the 6 months period. The tone of these meetings should be positive with a clear focus on fully supporting a new employee to succeed.

The Assessment Form

The Line Manager should complete the assessment (Appendix A), at each of the review meetings. This documentation will be shared with the employee and Business Director.

Any aspects of conduct or performance which may need improvement must be highlighted and discussed with the employee.

Timekeeping and attendance, including sickness absence should be reviewed, any problems identified and any improvements needed highlighted.

Appropriate advice, assistance and any future training requirements must be identified.

Final review meeting

Before the end of the 26 week period, a final review meeting should take place between the Line Manager and the employee. The Business Director will also attend this meeting.

This meeting will include a recommendation as to whether or not the employee is confirmed in post.

Extensions to probationary periods

Only in exceptional circumstances should an extension to the 6 months period be considered. This would be when an employee has not been performing satisfactorily but it is considered that a further short period of probation may enable them to reach a satisfactory standard, or genuine absence of a specific period of time, or lack of support and guidance is identified. This should be done with the agreement of both parties and the Line Manager should continue with 4 weekly reviews until the completion of the extended period. If the employee does not agree to an extension, it is likely that a review of the employment contract will be undertaken.

Any extension to a probationary period should not exceed a period of a further 8 weeks and must be approved by the Business Director.

Outcomes of final review meeting

Subject to satisfactory reviews, and satisfactory extensions where appropriate, the employee should be confirmed in post and notified of such in writing. The completed Assessment Form should be sent to Human Resources who will write to the employee as provided in the exemplar letter at Appendix C. The letter and form will then be retained on the employee's personal file.

Where an employee's progress is not satisfactory, advice should be sought from the HR Service as it will be necessary to review the contract of employment.

Appendices

[**Appendix A Probationary Assessment Form**](#)

[**Appendix B Letter confirming satisfactory probation period**](#)

[**Appendix C Associate Staff Induction Form**](#)