



PROBATIONARY POLICY

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1. Policy

The purpose of probation is to assess whether job performance of new postholders indicates suitability for permanent appointment and to identify developmental and other support needed to assist them in reaching the required standard. This policy forms part of the induction process.

2. Scope

- 2.1. The policy applies to employees appointed to full or fractional posts.
- 2.2. It does not apply to existing Corporation employees who are promoted or redeployed to new posts unless the post is substantially different.

3. Aims

New employees should not be confirmed in permanent appointments if there is any doubt about their performance. The probation arrangements aim to ensure that:

- 3.1 new employees are properly assessed during the probationary period and are given timely warning about any shortcomings in job performance, attendance, attitude or conduct.
- 3.2 Senior Management, line managers and the HR Manager take prompt action to deal with any problems and to help the probationer to meet the standards required. Such action must be carefully documented.
- 3.3 A probationer who does not meet the standards required, after reasonable guidance and assistance, may be dismissed.

4. Responsibilities

- 4.1 The HR Manager is responsible for:
 - 4.1.1 administering probation procedures, and seeking information from line managers, and occupational health if necessary.
 - 4.1.2 ensuring probationers are treated fairly and consistently.
 - 4.1.3 advising line managers on standards and on handling problem cases.
- 4.2 Line management is responsible for:
 - 4.2.1 providing close supervision and guidance to the new employee.
 - 4.2.2 testing recruits' capabilities fully.
 - 4.2.3 monitoring efficiency, attendance and conduct.

- 4.2.4 monitoring process of induction.
- 4.2.5 assessing whether probationers meet the standards required.
- 4.2.6 taking action to improve shortcomings.
- 4.2.7 facilitating developmental and other forms of support as appropriate in liaison with Human Resources.
- 4.2.8 recommending permanent appointments.
- 4.2.9 recommending dismissal, where necessary.

5. Probation Periods

The probation lasts for 1 year.

6. Monitoring Performance

Performance is closely monitored during the probationary period. Human Resources will issue report forms to be completed by line management. The first report should be completed after three months and the final report at nine months from the employment start date.

The first probationary report should be completed only after a discussion between line manager and probationer. Any staff development needs should be identified, action taken and progress monitored before the final report. Teaching staff should be observed in the classroom before each report is completed.

7. Action in Doubtful Cases

- 7.1 Line Management will identify instances where the probationers' work performance does not meet the required standard for their grade or where their conduct or attendance is unsatisfactory.

Line managers will:

- 7.1.1 identify any shortcomings in performance as early as possible.
- 7.1.2 discuss these with the employee.
- 7.1.3 keep records of any informal discussions and send copies to the Human Resources department.
- 7.1.4 inform the HR Manager about their reservations.

- 7.2 Where performance is reported as unsatisfactory in any aspect, the Deputy Principal or Vice Principal (Curriculum) and the HR Manager must interview the probationer. Shortcomings should be discussed, together with ways of

overcoming them, and if justified, a written warning should be given that failure to improve performance will lead to termination of employment. The probationer has the right to be accompanied at the interview by a trade union/professional association representative or work colleague. The probationer should be informed of this right in advance.

- 7.3 Line managers will not wait for Human Resources to issue a probation report form before notifying them of any problems, especially if a satisfactory interim report has previously been completed on the probationer.
- 7.4 If performance improves and is maintained at an acceptable standard, no further action need be taken and monitoring, by means of probation reports, can proceed normally for the remainder of the probation period.
- 7.5 If performance is unsatisfactory and there is no real prospect of a substantial improvement, management may decide to terminate the appointment. This can be done without waiting for the end of the probation period if it becomes clear that a probationer will not be suitable for permanent employment.

8. Assessing Suitability for Permanent Employment

- 8.1 When the final probation report is completed Human Resources will scrutinise all the relevant documents including:
- 8.1.1 all the probation reports.
 - 8.1.2 records of discussions.
 - 8.1.3 absence record.
 - 8.1.4 notes of any informal discussions about performance with line managers.
 - 8.1.5 records of any formal warning interviews.
- 8.2 The appropriate Assistant Principal or Vice Principal then decides whether to confirm or terminate the appointment or, exceptionally, to extend the probation period.

9. Confirmation of Appointment

If the probation has been satisfactory, Human Resources will write to the employee confirming the appointment.

10. Extending Probation

- 10.1 The probation periods should be adequate for assessing whether an individual

should be permanently employed. Probation should, therefore, only be extended:

10.1.1 where there are mitigating factors, such as serious illness during probation.

10.1.2 if it is likely there is a reasonable expectation that the appointment will be confirmed at the end of the extension.

10.2 Performance will be closely monitored during the extended period and assessed in detail in the final probation report.

11. Termination

11.1 The final decision on whether to terminate an appointment should be taken by the Principal on advice from the appropriate senior manager and Human Resources.

11.2 Probationers given notice that their appointments will be terminated may make representations against the decision through the Grievance Procedure.

FIRST PROBATIONARY REPORT

FROM:

(Line Manager)

TO: Debbie Campana, HR Manager

NAME:

POST:

DATE DUE:

(THIS FIRST REPORT IS TO BE COMPLETED WITHIN 3 MONTHS OF STARTING EMPLOYMENT)

I have considered the service of the above named and am of the opinion that:

		Tick	Explanatory notes in case of unsatisfactory report and action to be taken
Ability to work without supervision	Excellent		
	Good		
	Fair		
	Unsatisfactory		
Performance of duties in relation to the job description	Excellent		
	Good		
	Fair		
	Unsatisfactory		
Time-keeping and attendance record including sickness	Excellent		
	Good		
	Fair		
	Unsatisfactory		
Relationships with colleagues	Excellent		
	Good		
	Fair		
	Unsatisfactory		
General attitude	Excellent		
	Good		
	Fair		
	Unsatisfactory		
Induction Programme attendance (please indicate Induction courses attended so far)	1.Health and Safety 2.Personal Safety Awareness 3.Equal Opportunities 4.Human Resources 5. E-mail 6.Manual Handling 7. Appraisal		
Mentor relationship	Number of meetings Checklist reviewed		

Signed..... Dated

(Line Manager)

I confirm that I have read the above and understand the contents.

Signed Dated

(Probationer)

Signed Dated.....

(Deputy Principal/Vice Principal (Curriculum))

FINAL PROBATIONARY REPORT

FROM:
(Line Manager)

TO: **Debbie Campana, HR Manager**

NAME:

POST:

DATE DUE:

(THIS FINAL REPORT IS TO BE COMPLETED WITHIN 9 MONTHS OF STARTING EMPLOYMENT)

Section A. Please give remarks and observations below.

I have considered the service of the above named and am of the opinion that:

I recommend transfer to the established staff.*

I recommend termination of service.*

**delete as appropriate*

Section B

Induction Programme attendance (please indicate the Induction courses attended and reasons for non-attendance)	1.Health and Safety 2.Personal Safety Awareness 3.Equal Opportunities 4.Human Resources 5. E-mail 6.Manual Handling 7. Appraisal	Tick	Explanatory notes
Mentor relationship	Number of meetings Checklist reviewed		

Signed..... Dated
(Line Manager)

I confirm that I have read the above and understand the contents.

Signed Dated
(Probationer)

Signed Dated.....
(Deputy Principal/Vice Principal (Curriculum))

PROBATIONARY REVIEW: REVIEW PROCEDURE

1. An initial report will be prepared by the line manager for submission to the Human Resources Department shortly before the completion of 3 months probationary period, or earlier if particular shortcomings reveal themselves.

The first report is designed for rapid reply, but line managers are not bound by its structure, or the categories given for consideration.

2. Where performance is reported as unsatisfactory in any aspect, the probationer must be interviewed by the Deputy Principal or Vice Principal (Curriculum). Shortcomings should be discussed, together with ways of overcoming them, and if justified, a written warning should be given that failure to improve performance will lead to termination of employment. The probationer has the right to be accompanied at the interview by a trade union/professional association representative or work colleague. The probationer should be informed of this right in advance.
3. The probationer has the right to reply to the comments made, and the reply may either be recorded on this form or separately. The probationer should also be informed of the right to recourse through the Grievance Procedure.
4. Before the next review every effort must be made by management to ensure that the member of staff has the opportunity to improve performance, accompanied by the necessary training or coaching.
5. The final review of probation must be held not later than 9 months after the member of staff's commencement of services. Probationary service can be only terminated where that service, including notice, is contained within one year, unless the probationary period has been extended. Any action after that date must be dealt with by disciplinary, competence or ill health procedures.