



**Education  
Partnership  
Trust**

Creating outstanding schools  
which transform learning, lives  
and communities

# PROBATIONAIRY POLICY



## DOCUMENT CONTROL

This document has been approved for operation within:	Burnley High School/Atherton High School
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Status	Mandatory
Owner	Trust
Version	1

## Principles

This policy seeks to provide a fair, effective and consistent method of managing probation.

Whilst teachers who have completed induction for newly qualified teachers are not subject to probation, the framework for regular meetings over the first few months may prove helpful in enabling a smooth transition to a new school.

The probation process should work alongside the induction process to help create a positive and supportive working environment, allowing new staff to settle into the school and learn the key elements of their role within a reasonable and realistic timeframe.

This policy is to encourage communication and developing the relationships between managers and employees during the probationary period is an important part of creating an environment where questions and problems arising during the course of employment can be aired and, where possible, resolved quickly and to the satisfaction of all concerned.

Probation is a two-way process and employees will be asked for their feedback at every stage.

When assessing performance and conduct during probation, reasonable consideration will always be given to your circumstances and whether performance may be affected by factors outside of your control. Where it is unclear whether or not ill health is a factor, the school will take steps to obtain the information reasonably required to reach a fair decision. Those steps are likely to include discussing matters with you and your line manager, and may well also include seeking permission from you to obtain an appropriate medical report.

## Meetings

Details of your probationary period can be found in your personal statement. This is usually four months.

Whilst probation meetings are normally with your line manager, this process may be led by another appropriate manager, for example the headteacher. Wherever possible the same person will attend all of your probation meetings.

During this period the manager will meet with you regularly (this may include at least three meetings) to provide an opportunity to explore with you how the role is going, set some initial objectives and review your progress against these objectives.

Where problems arise during the probationary period, the manager should raise these with you in a timely manner, and you will be given an opportunity to respond to any concerns. The manager should discuss what action they expect you to take in order to address the problem and where necessary give clear warnings about what will happen if standards are not met.

## Outcomes

No decision will be made about the outcome of your probationary period without this being agreed by the headteacher or CEO. Towards the end of your probationary period you will be notified if your appointment is to be confirmed, your probationary period is to be extended and/or if your employment will be terminated by the Trust

giving you notice in accordance with your personal statement. Whatever the outcome the manager should meet with you to outline the reasons for the decision and this should then be confirmed in writing.

If your probationary period is to be extended, you should be notified in writing of:

- the length of the extension
- the reasons for the extension
- the expectations of improved performance/behaviour
- the possible outcome/s if those expectations are not met.

Occasionally probationary periods are extended due to a period of absence rather than based on any concerns about performance and behaviour. In this instance you will only be notified of the length of the extension and this reason. Objectives should be set as soon as possible, if they are not already in place, to enable the probation process to be completed.