



# Probation Policy

<b>Policy Code:</b>	HR25
<b>Policy Start Date:</b>	September 2023
<b>Policy Review Date:</b>	September 2026





- 2.5. Any period of absence recorded during a probation period will count towards an employee's ongoing absence record and may be used in future absence management procedures.
- 2.6. Existing employees moving into new positions may also have a probationary period at the start of their new role.

### **3. Responsibilities**

- 3.1. CIT HR is responsible for establishing and maintaining fair, consistent and objective procedures for matters relating to employee probation.
- 3.2. Each Headteacher has overall responsibility for the completion of probation periods for staff within their schools.
- 3.3. For centrally employed staff department heads have overall responsibility for the completion of probation periods for staff within their department.
- 3.4. Line managers have responsibility for the following:

Making sure the employee is aware of and has read this Probation Policy.  
Setting out clearly the expected standard of performance, how this will be assessed and the expected standards of conduct.  
Arranging, completing and documenting the probation reviews required under this policy.  
Identifying any areas of performance or conduct that are a concern and raising this in a timely manner with the employee.  
Informing the relevant Headteacher, Department Head or member of ELT of any concerns.  
Working with the employee to establish support that can be provided to assist the employee in reaching the required standards.

- 3.5. All new employees have responsibility for the following:

Reading and understanding this policy and procedure.  
Ensuring that the required standards and expectations of performance are understood.  
Working with their line manager and engaging with any support provided

### **4. Purpose**

- 4.1. The probation procedure allows line managers to monitor, formally review and provide feedback to new employees.
- 4.2. The following areas will be reviewed:

Quality and quantity of work;  
Conduct and attendance;  
Compliance with policies and procedures;  
Attitude and motivation;  
Modelling the CIT Values;  
Leadership and management (if appropriate).

4.3. More detail of these criteria and expectations are shown in Appendix A.

## **5. Notice Periods**

5.1. The notice period for all employees during their probation period is two weeks.

## **6. Procedure**

6.1. The probation period for all new staff will last for 6 months commencing on the date of employment. All employees will be assigned a Probation Manager, which will normally be their immediate line manager, who will conduct their probation reviews.

6.2. All new employees will have a formal induction meeting on their first day, which is detailed in the Induction Policy. This meeting will set out the Probation Process for the employee.

6.3. During the probation period there are three review meetings that will take place between the Probation Manager and new employee:

Initial Review – During the first week of employment.

Interim Review – before 3 months of employment is completed.

Final Review – before 6 months of employment is completed.

6.4. The review meetings are a confidential meeting between the employee and Probation Manager and must assess the current performance of the new employee, discuss objectives and progress towards these and identify training and or support that may be required.

6.5. The associated paperwork must be completed by the Probation Manager following any official meeting.

6.6. If, during the interim meeting the level of performance of the new employee is a concern, it must be made clear that if the required improvements are not made before the final review meeting their contract may be ended.

6.7. Where concerns have been raised of any nature the employee should be reminded of the expected standards and provided with support and training as required. A record of support provided to the employee must be maintained.

6.8. Alongside these review meetings Probation Managers have regular meetings with employees to continually assess performance. Although these meetings are informal, it is good practice to keep notes of any minor concerns raised or any additional support provided.

## **7. Final Review**

7.1. The final review period must be held before the 6-month anniversary of the employee's start date. If an employee passes their 6-month anniversary with a final review meeting they will be deemed to have successfully passed their probation.

7.2. During the final review meeting the employee's performance will be discussed and

**7.3.** There are three potential outcomes at the final review meeting:

Employment confirmed following successful completion of probation period.  
An extension to the probationary period.  
Termination of employment.

**8. Employment Confirmed**

8.1. Where an employee's employment is confirmed at the final review meeting this decision confirmed in writing. Employees will then move into normal performance management procedure and suitable objectives will be set.

8.2. Employees have no right to be accompanied at a Final Review Meeting where

10.2. Where, at any stage of the process, a dismissal is a likely outcome, the probation manager must consult with HR before proceeding with a final review meeting. A management investigation will be conducted in more complex cases. If suspension is required the process set out in the Disciplinary Process will be followed.

10.3. The employee must be invited to the review meeting and this invitation should:

Confirm the date, time and location of the meeting, giving the employee a minimum of 5 working days' notice.

Set out the concerns that have been identified that will be discussed at the review meeting and include all evidence that will be relied upon.

Confirm the employee





11.11. A member of CIT HR will be present at any a

**Appendix A - Examples of Effective Behaviours** (this list is not exhaustive and should not be used as a checklist)

**1.**

**5. Leadership and management (if appropriate)**

5.1 Managing the workload of employees effectively.

5.2 Showing a commitment to the development of their team.

5.3 Establishing a working environment where staff feel able to challenge and contribute.

5.4 Effectively and proactively managing staffing issues.

5.5