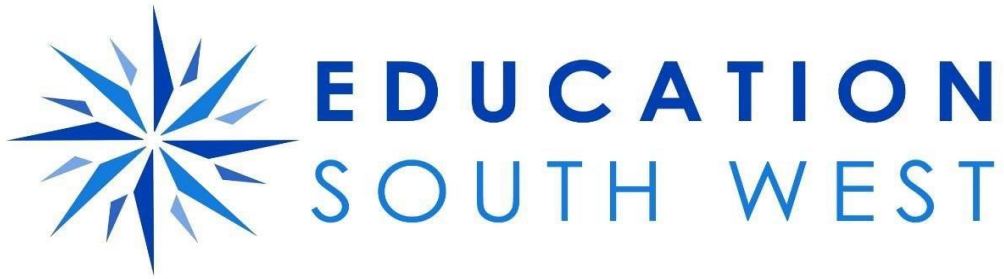


CONTRACTUAL POLICY



Support Staff Probationary Policy

Board Approved Date	May 2026
Version	1.4
Author Initials	SW/DP
Review Date	May 2027

(This policy supersedes all previous Support Staff Probationary policies)

CONTRACTUAL POLICY

Policy Date	New Version Number	Summary of change	Comments
March 2023	V1.2	Minor changes	
March 2026	V1.3	Date changes	
May 2026	V1.4	Probation period Changed to annual review	

CONTRACTUAL POLICY

Contents

1.	Introduction	4
2.	Length of probation	4
3.	Terms of employment during the probationary period	4
4.	Reviews during probation	5
5.	End of probation	5
6.	Appeals against Termination of employment	5
7.	Review of policy	5
APPENDIX 1 – SUPPORT STAFF PROBATION ASSESSMENT FORM		6

CONTRACTUAL POLICY

1. Introduction

- 1.1 It is the Trust's policy to operate probationary periods for all Trust Support Staff who are new to Education South West. It does not apply to teachers, agency workers or contractors.
- 1.2 The policy has been implemented following consultation with staff and recognised trade unions. It has been formally adopted by the Trust.
- 1.3 This policy is contractual and forms part of any employee's contract of employment but does not affect terms and conditions of employment of those staff who TUPE transferred into the Trust.
- 1.4 This policy allows both the employee and Trust to assess objectively whether or not the employee is suitable for the role. The Trust believes that the use of probationary periods increases the likelihood that new employees will perform effectively in their employment.
- 1.5 The Line Manager is responsible for ensuring that all new employees are properly monitored during their probationary period. If any problems arise, the Line Manager should address these promptly and in accordance with the policy. The employee should be made aware that some aspects of their performance or conduct is unsatisfactory. This will help prevent the problem from escalating and hopefully lead to sufficient improvements.

2. Length of probation

- 2.1 The length of the probationary period applicable to an employee is 5 months.

3. Terms of employment during the probationary period

- 3.1 During the probationary period, employees will be subject to all the terms and conditions of their contracts of employment. Where appropriate, concerns arising during probation will normally be managed under this policy including but not limited to, capability or absence, and which may lead to termination of employment.
- 3.2 Except in the case of existing employees who have been transferred or promoted into different roles, the amount of notice that an employee must give to the Trust if they wish to resign, and the amount of notice that the Trust must give to the employee of dismissal are different during probation. During probation, either party may terminate the employee's contract of employment by giving one week's notice unless otherwise varied by the contract. In the event that the Trust decides to terminate the employee's employment, their employment will come to an end immediately and the employee will receive pay in lieu of the notice together with any outstanding holiday pay.

CONTRACTUAL POLICY

4. Reviews during probation

- 4.1 Under this policy, the Line Manager has responsibility for monitoring a new employee's performance and progress during the probationary period.
- 4.2 During an employee's probation, the Line Manager should provide regular feedback to the employee about their performance and progress, and, should there be any problem areas, raise these with the employee as soon as possible with a view to resolving them. The Headteacher/Chief Operating Officer/Chief Executive Officer are also responsible for providing guidance and support and for identifying and arranging any necessary support, training or coaching that is relevant to the role.
- 4.3 The Line Manager should review and assess the employee's performance, capability, conduct, attendance and suitability for the role at the 2 weeks, then each one, two, three and four month point during the employee's probation, and again at the end of the probationary period (see form at appendix 1).

5. End of probation

- 5.1 Shortly before the end of the probationary period, if applicable), the Line Manager should conduct a final review of the employee's performance, conduct, attendance and suitability for the job. This will involve a meeting with the employee to discuss their performance and progress throughout the period of probation.
- 5.2 Termination during probation If an employee's performance while on probation has been unsatisfactory (despite support from the Line Manager), and it is thought unlikely that further training or support would lead to a satisfactory level of improvement, the employment will be terminated with one weeks notice.

6. Appeals against Termination of employment

- 6.1 Should an employee wish to appeal against a decision to terminate their employment they must write to the Headteacher/Chief Operating Officer/Chief Executive Officer within five working days of the decision to terminate the employment being communicated to them. The employee must state the grounds of their appeal in full. An appeal meeting will then be arranged with either Headteacher/Chief Operating Officer/Chief Executive Officer (if not involved in the original decision to dismiss) or a panel of Governors/Trust Board. The outcome of an appeal meeting will be confirmed in writing; this will make it clear that there is no further internal right of appeal.

7. Review of policy

- 7.1 This policy is reviewed annually or upon change of relevant legislation. We will monitor the application and outcomes of this policy to ensure it is working effectively.

CONTRACTUAL POLICY

APPENDIX 1 – SUPPORT STAFF PROBATION ASSESSMENT FORM

Personal Details				
Probationer Name				
School				
Post				
Start Date				
Contract Type				
Designated Manager				
Date of Assessment:				
Stage of Process:				
Next Scheduled Assessment Date: (if appropriate):				
Note: This assessment is intended to be carried out in consultation with the new probationer				
Tick <u>one</u> box as applicable	Improvement Required (v)	Average (v)	Good (v)	Excellent (v)
Quality & Accuracy of Work				
Attendance				
Time Keeping				
Work Relationships				
Team work /Interpersonal Skills				
Communication skills				

CONTRACTUAL POLICY

Comments	
Quality & Accuracy of Work	
Attendance	
Time Keeping	
Work Relationships	
Team work/Interpersonal Skills	
Communication skills	

Probationer's Signature:

Date:

Line Manager's Signature:

Date: