

Swift Academies

Probationary Policy for Support Staff

Accepted by: Board of Trustees December 2018

Approving Body: Board of Trustees

Committee: Standards **Review Cycle:** 1 year

Last reviewed: February 2020

Date for next review: February 2021

1. Introduction

1.1 Employees have a contractual responsibility to achieve a satisfactory level of performance and should be given help and encouragement to reach it. The Trust is responsible for setting realistic and achievable standards and making sure employees understand what is required. Standards should be measured in terms of quality, quantity, time and cost. Any shortfall in performance during the probationary period should be pointed out to the employee concerned immediately, and consideration given as to whether this is due to inadequate instruction, training, supervision, lack of capability or some other issue (e.g. health/personal problems). Careful recruitment, selection and training will minimise the risk of unsatisfactory performance.

2. Scope of Policy

2.1 This policy is intended for use for support staff only.

3. Probationary Period

3.1 Newly appointed support staff employed are required to serve a probationary period of six months.

3.2 The following principles should be observed when the employee commences their employment:

- The standard of work required and the conditions of the probationary period should be explained by the Head Teacher/Head of School. Employees should be clear as to what is expected of them
- Job descriptions should accurately convey the main purpose and scope of each job and the tasks involved
- The consequences of any failure to meet the required standards should be explained clearly

4. Training and Supervision

4.1. Proper training and supervision are essential to the achievement of satisfactory performance during the probationary period. Regular discussion with employees about their performance, either formally or informally, will help to identify any problem areas, and allow remedial action to be taken promptly.

5. Extension

5.1 The probationary period can be extended beyond six months where there remains some doubt as to the employee's suitability for the post. In such cases, the situation will be discussed with the employee. Discussions will identify the areas in which improvement is necessary; what extra support or training, if appropriate, will be made available; and the timescale in which improvements are required. Confirmation of these points will be given in writing to the employee.

6. Failure to meet Standards

6.1 The employee must be made aware that failure to reach the required standards will result in the offer of appointment being withdrawn. The Head Teacher/Head of School/Chief Executive can make this decision provided there has been full consultation with the employee. Periods of notice during the probationary period will be at the statutory minimum (currently one week).

6.2 The employee should be informed formally in writing of any decision made. If the offer of appointment is withdrawn, the employee has the right of appeal against this decision to the Trust Board/Governing Body. If the employee wishes to appeal, they must put the reason for their appeal in writing to the Chair of the Governing Body within five working days from the date of the notification of the decision. The Hearing Committee would then hear the appeal, with both sides presenting their case.

7. Representation

7.1 At all stages, the employee is entitled to be accompanied to meetings by a Trade Union representative or work colleague.