



THE NEW GUILD TRUST

Probation Policy

POLICY

This policy has been adopted on behalf of all academy schools in The New Guild Trust:

Moorpark Junior School
Jackfield Infant School
Alexandra Junior School
Alexandra Infants' School

Approval and Review

Committee to Approve Policy	Trust Board
Date of Trustee Board / Academy Committee Approval	Autumn 26
Chair of Trustee Board / Academy Committee	Mrs L Eagle
Signature	<i>L. Eagle</i>
Accounting Officer	Mrs K Peters
Signature	<i>K. Peters</i>
Policy Review Period	12 months
Date of Policy Review	Autumn 27

Version Control			
Version	Date Approved	Changes	Reason for Alterations
	Sept 26	Initial version informed from Employments rights Acts	

1. Purpose

This policy sets out how the school will manage probation for new teaching and support staff. The purpose of probation is to provide a structured period of induction, support, monitoring and assessment, to confirm that the appointment is suitable and that required standards of performance, conduct and attendance are met.

2. Scope

This policy applies to all new employees of the school, including teaching staff and support staff, whether employed on a full time or part time basis. Where an employee has previously worked for the school, the school may decide, at its discretion, whether probation will apply to the new appointment, taking account of the role and circumstances.

3. Length of probation

The standard probation period is 3 months from the employee's start date. The school may extend probation where it is reasonable to do so, for example where more time is needed to assess performance, where required standards have not yet been met but improvement is considered achievable, or where there has been significant absence that has limited the opportunity to assess the employee. Any extension will be confirmed in writing. The total probation period will not exceed 5 months in total.

4. Probation objectives and standards

During probation, the school will assess whether the employee demonstrates the standards required for the role. This may include, as appropriate to the job, the following areas:

1. The ability to carry out the duties of the role to the required standard, including competence, quality of work and reliability.
2. Professional conduct, including behaviour, relationships with pupils, parents and colleagues, and adherence to school policies and safeguarding expectations.
3. Attendance and punctuality.
4. Compliance with the school's procedures, including any role specific requirements and training.
5. For teaching staff, the Teaching Standards; classroom practice and professional responsibilities appropriate to the post, including planning, assessment, behaviour management and meeting relevant professional standards as applicable.
6. For support staff, role specific competencies and working practices relevant to the post.

5. Roles and responsibilities

Probation will be managed through monthly review meetings led by a member of the Senior Leadership Team. The reviewer may gather input from the employee's line manager, mentor, phase leader or other appropriate colleagues. The employee is responsible for engaging with the process, attending review meetings, acting on feedback and completing any required training or actions within agreed timescales.

6. Induction and support

The school will provide an induction programme appropriate to the role, which may include training on safeguarding, health and safety, data protection, behaviour policies, and other relevant procedures. The school will provide reasonable support and guidance throughout probation, including feedback on performance and, where appropriate, coaching or mentoring.

7. Monthly probation reviews

Monthly review meetings will take place during probation. The purpose of each review is to:

1. Discuss performance, conduct and attendance to date and how the employee is settling into the role and school environment.
2. Provide feedback, recognise progress and identify any concerns.
3. Set clear objectives and expected standards for the next review period.

4. Identify any training or support required.
5. Confirm whether the employee is on track to pass probation, and if not, what improvement is required and by when.

Notes of each review will be kept and shared with the employee.

8. Addressing concerns during probation

If concerns arise at any stage, the school will normally raise these as soon as possible rather than waiting for the next scheduled review. The school may implement an improvement plan setting out the concerns, the required improvement, the support to be provided, and a review date. The school may hold additional review meetings where needed.

Where concerns relate to safeguarding or serious misconduct, the school may take immediate action in line with its safeguarding arrangements and consider whether continuation of the employment is appropriate.

9. Extension of probation

If the employee has not met the required standards by the end of the initial 3 month period, the school may extend probation for a defined period, up to a maximum total probation period of 5 months. An extension will be confirmed in writing and will include:

1. The reason for the extension.
2. The length of the extension and the revised probation end date.
3. The standards and objectives to be achieved during the extension.
4. Any support, training or adjustments that will be provided.
5. The review arrangements and the likely outcome if the required improvement is not achieved.

10. Confirmation of successful completion

If the employee meets the required standards, the school will confirm successful completion of probation in writing. Following confirmation, the employee will be subject to the school's normal appraisal and capability arrangements.

11. Failure to complete probation successfully

If, at any stage, the school considers that the employee is unlikely to meet the required standards, or if required improvement is not achieved by the end of probation, the school may decide that probation has not been successfully completed. The likely outcomes are:

1. Extension of probation, where the school considers improvement is achievable within the overall maximum probation period of 5 months.
2. Dismissal, where the school considers the required standards have not been met and there is no reasonable prospect of improvement within the maximum probation period, or where the nature of the concerns is such that dismissal is appropriate.

Any decision to dismiss will be confirmed in writing, and the school will normally meet with the employee to explain the concerns and the decision. The school will give the employee the notice required by their contract of employment or the statutory minimum notice, whichever is greater.

12. Right of appeal

An employee dismissed during or at the end of probation may appeal in writing to the Headteacher or governor panel where the Headteacher is the decision maker, within 5 working days of receiving the dismissal decision. The appeal should set out the grounds of appeal. An appeal meeting will be arranged as soon as reasonably practicable. The appeal outcome will be confirmed in writing in 5 working days and will be final.

13. Absence during probation

If an employee has significant absence during probation, the school may extend the probation period to allow a fair assessment of performance and attendance, subject to the overall maximum of 5 months. Where absence may relate to a disability, the school will consider its duty to make reasonable adjustments and will seek advice from the school's HR Consultant.

14. Safeguarding and suitability

All employees are expected to comply with the school's safeguarding policies and procedures at all times. The school may terminate employment where there are safeguarding concerns in line with relevant statutory guidance and the school's safer recruitment procedures.

15. Review of this policy

This policy will be reviewed on an annual basis with the JCNC and it may be amended to reflect changes in legal requirements, statutory guidance or operational needs.