

Eastwood Park Academy Trust (EPAT)

EPAT

Believe Succeed Together

Probation Policy

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1.0 Introduction

1.1 Definition

Probation is a trial period that allows the employer (and employee) to assess objectively whether the employee is suitable for the role, taking into account the individual's overall capability, skills, performance and general conduct.

1.2 Scope

The probation period applies to all newly appointed staff, except Newly Qualified Teachers (NQT) to whom the Teachers' Statutory Induction Period is applied.

2.0 Procedure

2.1 Overview

The probation procedure will be operated by the employee's line manager.

A decision to confirm, or not to confirm, the appointment at the end of the probation period will be taken by the Principal, or in the case of the Principal, the CEO, or in the case of the CEO, the Chair of Trustees.

Any appeal against non-confirmation of appointment, will be heard by a Dismissal Appeals Panel.

2.2 Monitoring

The employee's line manager will monitor and review performance on a day to day basis through the Performance Management Policy.

Formal probation reviews with the employee will take place every 4 weeks for a period of 12 week.

The probation period may only be extended in exceptional circumstances e.g. where the employee has been absent for a considerable amount of time during the probationary period and therefore has been unable to demonstrate their suitability for confirmation of appointment. *Where appropriate, reasonable adjustments will be considered for employees with disabilities.*

2.3 Probation Reviews

Where the employee's progress is not in line with expectations, the following will be undertaken:

- They will be advised of the areas where improvement is required.
- Appropriate support will be provided.
- They will be advised that failure to improve could result in non-confirmation of appointment.

2.4 Appointment Confirmation/Non-Confirmation

2.41 Successful Probation Period

Where progress has been in line with expectations, the probation period will be formally signed off. A letter will then be sent to the employee informing them that they have successfully completed their probationary period, thereby confirming their appointment.

2.42 Unsuccessful Probation Period

If there is clear evidence, at an early stage, to suggest that the employee is wholly unsuitable for the role, and it is clear that further training or support is unlikely to alter the situation, the contract may be terminated prior to the end of the probation period.

Where an employee's progress has not been in line with expectations, the employee will be formally invited, in writing, to the 12 week review meeting with the Principal, or in the case of the Principal, the CEO, or in the case of the CEO, the Chair of Trustees.

At least 5 school days' notice will be given of the meeting and employees have a statutory right to be accompanied by a trade union representative, an official employed by a trade union or work colleague.

If an employee wishes to be accompanied by a person who is not a work colleague, an official employed by a trade union or trade union representative, they must seek permission from the employer in advance. All such requests will be given reasonable consideration and whether permission is granted will be entirely at the discretion of the employer.

At the meeting, the Principal, or in the case of the Principal, the CEO, or in the case of the CEO, the Chair of Trustees, will set out where progress has not been in line with expectations. The employee will be given an opportunity to make representations verbally and in writing.

At the end of this meeting, a decision will be made to either:

- Confirm the appointment
- Extend the probation period.
- Not confirm appointment and terminate the contract. Notice will be given in line with the employment contract or, where the contract allows, the contract may be terminated immediately and payment in lieu of notice made.
- In cases of gross misconduct or incompetence, an employee's contract will be terminated without notice.

The decision will be confirmed in writing within 3 school days of the date of the meeting. Where the decision is non-confirmation, the letter will give notice (where applicable) of termination of employment and the right of appeal.

Employees have the right of appeal. Any appeal must be lodged in writing within 5 school days of receipt of the letter of notice of termination of employment.

All appeals will be heard by the Dismissal Appeals Committee.

The decision of the Dismissal Appeals Committee will be confirmed in writing and will be final.