



# SIR THOMAS RICH'S

## Probationary Policy for Support Staff

The procedure set out below has been drawn up in order that all school support staff within their probationary period of employment are dealt with in a fair and equitable manner

**Date reviewed:** March 2023

**Status:** Non-statutory

**Responsibility:** The School's senior management team (SMT) draws up and implements the probation policy for support Staff. It is the responsibility of the Trustees' Personnel committee to review the policy regularly and monitor its implementation.

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## 1. Introduction

The objective of the probationary period is to enable employees to demonstrate to the satisfaction of the School their suitability to perform the duties of the post to which they have been appointed.

## 2. Outline

The period of time normally allowed for an assessment is six months and in exceptional circumstances this period may be extended.

The procedure does not prejudge the outcome of any particular hearing or case, but indicates how to proceed if further action is considered necessary. The use of one stage of the procedure does not mean that the next stage follows automatically.

Copies of this document will be made freely available to all employees of the School.

## 3. The procedure

Regular dialogue should be held with new employees during the probationary period to discuss progress and offer an opportunity to give adequate instruction and guidance to resolve any difficulties that the employee may encounter.

After two months, a formal probationary meeting should be held with the employee's direct line manager to review progress and raise any concerns with performance. This is also an opportunity for employees to raise any concerns that they may have about their employment.

If at the first two-month review, there are aspects of performance that are unsatisfactory then the steps considered necessary to rectify the situation need to be outlined along with any support that will be given to allow the employee to improve their performance.

Where the situation warrants it, a warning may be given that, unless substantial improvement is achieved confirmation of the appointment may not be made and further formal meetings may be held. Prior to the conclusion of the six-month period there will be a further meeting to review progress. At this meeting if performance is satisfactory the appointment can be confirmed.

If, however insufficient improvement has been made with regards to satisfactory performance then the matter should be referred to the Headmaster for a decision on whether the probationary period is extended or the employee's services terminated. The Headmaster will write to the employee within five working days to indicate his decision. If the Headmaster makes the decision that the employee's services should be terminated, he will offer the employee the opportunity if he/she wishes, to make oral representations or a written statement at a Formal Probationary Hearing. He/she will have the right to be accompanied by a work colleague or trade union representative.

If at a Formal Probationary Hearing, the Headmaster decides that it is inappropriate to extend further the period of review, he may terminate the appointment within the probationary period. Where such a decision is made the Headmaster will inform the employee verbally at the hearing.

The Headmaster or member of the Senior Management Team will confirm his/her decision and the reason for that decision to the employee in writing within five working days.

If a decision has been taken to dismiss an employee, there is a right of appeal to the Appeals Panel of the Governing Body of Trustees. The appeal should be lodged in writing to the governing body within 10 working days of the receipt of the letter informing the employee of the decision. The employee will have the right to be accompanied by a work colleague or Trade Union at the appeal hearing.

The decision at appeal is final.