



# Induction Arrangements for New Teachers (ECT) and Probation Policy for Support Staff

Reviewed September 2024  
Date of next review September 2025

# **Preston Primary Academy Trust Induction Arrangements for New Teachers (ECT) and Probation Policy for Support Staff**

This policy has been written with the underlying principles of a Church of England school, which applies to Ash CofE Primary School, Preston C of E Primary School and North Cadbury C of E Primary School

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## 1. **Induction Process for Early Career Teachers (ECTs)**

Statutory Guidance from the Department of Education is in place regarding the induction process for early career teachers. Those involved in managing statutory induction arrangements for early career teachers *must* have regard to the statutory guidance when carrying out their relevant duties.

The statutory guidance "Induction for Early Career Teachers" which came into force on 1<sup>st</sup> September 2021, updates and replaces the induction for NQTs and can be found at [Statutory Induction Guidance 2018 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk). The term early career teacher (ECT) has replaced the term newly qualified teacher (NQT) and refers to a new qualified teacher in their first or second year of teaching.

All ECTs will be required to complete a two-year induction period.

The statutory guidance is intended for Headteachers, school staff, appropriate bodies and Governing Bodies.

It applies to:

- Local Authority maintained schools;
- academies and free schools;
- pupil referral units;
- independent schools;
- sixth-form colleges;
- further education colleges.

The guidance covers settings which:

- are required to offer induction to their ECTs;
- choose to offer induction to their ECTs.

The statutory document provides detailed guidance on the following:

- The induction process (including guidance on relevant institutions, eligibility for induction, the appropriate body and monitoring, support and assessment during the induction period).
- Special circumstances (including guidance on reducing and extending induction periods).
- Unsatisfactory progress and appeals.
- Roles and responsibilities.

## 2. **Key Points**

- All qualified teachers who are employed in a relevant school in England must, by law, have completed an induction period satisfactorily, subject to specified exceptions set out in Annex A of the statutory guidance. A relevant school includes a maintained school, a non-maintained special school; a maintained nursery school; a nursery school that forms part of a maintained school; a Local Authority maintained children's centre; and a pupil referral unit. Statutory induction is not a legal requirement to teach in FE or the independent sector, academies, free schools and British schools overseas, but may be served in these settings. Preston Primary Academy Trust has elected to include an induction process.
- An ECT cannot undertake statutory induction (or a period of employment counting towards induction) unless they have been awarded Qualified Teacher Status (QTS).
- While ECTs are encouraged to start their induction as soon as possible after gaining qualified teacher status (QTS), there is no set time limit for starting or completing an induction period.
- An ECT has only one chance to complete statutory induction. An ECT who has completed induction and is judged to have failed to meet the Teachers' Standards at the end of their induction period, is not permitted to repeat induction (although they may appeal against the decision). While such an ECT does not lose their QTS, they cannot be employed lawfully as a teacher in a relevant school, including any post where they would carry out specified work.
- Early Career Framework (ECF) based training is expected to be embedded as a central aspect of induction, it is not an additional training programme.
- An ECT cannot start their induction until their Appropriate Body (AB) has been agreed. An AB has the main quality assurance role within the induction process. The appropriate body is responsible for checking that Headteachers have put in place an induction programme for the ECT and ensuring that this programme of support is clearly based on the ECF.
- The standard length of induction for ECTs is the full-time equivalent of two school years.
- The minimum period that can be counted towards completion of the induction period (for both full-time and part-time ECTs) is continuous employment equivalent to one term (based on an institution that operates three terms in a school year). This applies to both permanent and long-term supply teaching posts.
- In order for the ECT to serve induction, the Headteacher and appropriate body must agree that the post is suitable for this purpose.
- The Headteacher must ensure an ECT has a reduced timetable in their first year of induction of no more than 90% of the timetable of the school's

existing teachers on the main pay range to enable them to undertake activities in their induction programme. This is in addition to the 10% reduction in respect of PPA that all teachers receive. ECTs should also receive a 5% timetable reduction in the second year of induction.

- A suitable monitoring and support programme must be put in place for the ECT structured to meet their professional development needs. Preston Primary Academy Trust uses the Five Counties Alliance Teaching Schools Hub Alliance for the delivery according to the Early Career Framework.
- The Headteacher must appoint a person to act as the ECT's induction tutor who will be able to assess the ECT's progress against the Teachers Standards. The Headteacher must also appoint a separate person to act as the ECT's mentor to provide regular one to one mentoring sessions. The role of induction tutor and mentor are two discrete roles with different responsibilities and the persons appointed for these roles must hold QTS and have the time and ability to carry out the role effectively.
- An ECT's teaching is expected to be observed at regular intervals throughout their induction period.
- There are two formal assessment points, one midway through induction and one at the end of the induction period and copies of the evidence should be provided to the ECT and appropriate body. These formal assessments are supported by regular progress reviews held by the induction tutor to monitor progress and take place in each term where a formal assessment is not scheduled. If it becomes apparent that an ECT is not making satisfactory progress, it is expected that the induction tutor outlines the plan they have put in place to assist the ECT in getting back on track.
- The appropriate body makes the final decision as to whether an ECT's performance against the Teachers' Standards is satisfactory, drawing on the recommendation of the Headteacher.
- An ECT has the right of appeal to the Teaching Regulation Agency against a decision to extend or fail their induction.

### 3. **Induction for New Employees**

Induction provides a process for new employees to learn about their new jobs and working environment. This includes learning about:

- duties and responsibilities of the role and expectations in terms of work standards, behaviour, initial objectives and targets;
- how the role relates to work colleagues and their respective roles;
- structure of the school and how it relates to other schools, organisations or bodies;
- the terms and conditions of their employment;

- workplace policies, procedures, practices and equipment.

It provides an opportunity for new employees to ask as many questions as necessary.

The Line Manager must ensure that they have all the information they need to learn about how to undertake their new role successfully and identify initial learning needs and how they will be met. In particular, this must include learning about:

- health and safety codes of practice;
- the school's approach to safeguarding;
- emergency evacuation procedures;
- equalities policy and dignity at work code of practice.

Any new postholders should receive a thorough induction to ensure they are able to perform effectively in their new role. This applies to:

- all new employees joining the school;
- any existing employee moving roles within the school, for example through promotion, internal secondment, sideways move or redeployment.

It may also be beneficial to use the induction process for:

- any employee joining the school following a TUPE transfer, partnership working or external secondment;
- employees returning to work following a long-term absence (for example following long-term sick leave or maternity leave) as part of a facilitated return to work programme.

To avoid 'information overload', induction should ideally be delivered gradually over the employee's first 8 weeks in their new role. However, it is important to remember that in reality it may take longer than this for someone new to a role and/or new to the school to settle in completely and perform to their full potential. Therefore, the total induction period should run, for employees new to the school, alongside a six months' probationary period or, for existing employees in a new role, alongside a review period.

#### 4. **Probation Arrangements for Support Staff**

Probation is a trial period during which the Line Manager should ensure the new employee receives relevant opportunities to learn and develop in their new role. It provides the Line Manager with opportunities for appraising the new employee's aptitude, knowledge and conduct and assessing their suitability to undertake the new role.

The formal Probationary Procedure should only apply to employees newly appointed to the school, who do not have 6 months or more continuous service with the same employer, and where confirmation of employment is subject to the successful completion of the probationary period. It should also apply to employees newly appointed to the school on fixed term contracts and without continuous service.

It is essential that this condition of employment is explained to the newly appointed employee both at the time the oral offer of employment is made and when the school issues its letter of appointment immediately following the interview. The probationary condition should also be contained within the Statement of Particulars issued by the school's payroll provider.

#### 5. **Duration of Probationary Period**

The appointment of every new support staff employee to a school will be subject to a formal probationary period of up to 6 months from date of commencement.

A formal probationary period will not apply to existing employees, with 6 months or more continuous service with the same employer, or who change role following, for example, promotion, a sideways move, a long-term secondment or redeployment. However, it will still be appropriate to monitor and assess how well a new internal appointee is adapting to a new role. Line Managers should hold regular review meetings to provide opportunities for feedback on progress and use an appraisal process to identify and provide any learning or development needs.

Managers should be mindful of the implications of school holidays on term-time only employees which could require the probationary period to be made longer than 6 calendar months where the first 6 months of employment covers a main school holiday. This will also mean an adjustment to the timing of the review meetings and completion of progress reports.

The school's sickness scheme does not apply for the first 3 months of a probationary period for all new appointments to Grade 8 and above for support staff (except with the Headteacher/Chair of Governor's discretion (school to decide) in exceptional circumstances e.g. sudden critical or chronic illness).

#### 6. **Notice Period during Probationary Period**

The notice period during the probationary period will be one week on either side.

#### 7. **Responsibilities**

#### **Senior Management**



The Headteacher should be responsible for setting performance and conduct standards and ensuring these are communicated to all new employees. The Senior Leadership Team should have a responsibility for ensuring that Line Managers follow the induction and probation procedures.

## **Line Managers**

Line Managers have an obligation to ensure that the induction and probationary procedures are followed. Failure to do so may result in there being a breach of contract. Managers are, therefore, responsible for ensuring that they:

- ensure all 'housekeeping' arrangements are in place prior to the new employee joining the team, e.g. desk, IT logon;
- deliver the induction and probation/review process effectively and that they ensure the new employee receives all the necessary information to help them adapt to their new role;
- arrange timely formal probation/review period meetings with the new employee;
- assess the new employee's suitability and take appropriate action when there are signs that the new employee is not suited to the role;
- provide constructive and fair feedback through regular 2-way discussions;
- provide additional learning or support when they identify this is needed;
- deal with any concerns in a timely and appropriate manner;
- implement extensions to probation only in exceptional circumstances, with advice from a Senior Manager and the HR Advisory Service (The Trust uses the services of the SSE HR Service);
- complete all necessary paperwork on time for actioning by the school's payroll provider and for retention on the employee's personal file;
- ensure the new employee understands that they need to raise any concerns or queries at the earliest opportunity with them or alternatively with an alternative manager.

## **New Employees**

Probation is a trial period during which new employees are responsible for ensuring that they:

- work to their full potential to demonstrate they meet the standards required and prove their suitability for the role;
- are proactive; they participate fully; and co-operate at all times;
- use any welcome pack as a point of reference and keep useful information or notes within it as appropriate;
- raise any concerns or problems at the earliest opportunity with their Line Manager. Alternatively, they can also speak to a Senior Manager.

## 8. **Assessing the Suitability of an Internal Appointee**

Although not in a probation period, the Line Manager should still assess the suitability of the appointee and hold regular review meetings with them, as part of a normal supervisory and appraisal processes. These meetings should provide opportunities for constructive feedback and the identification and provision of any training or development needs. Where the Line Manager has concerns about the suitability of the internal appointee, the Line Manager should be clear about the areas requiring improvement and what the appointee has to do to achieve the improvement required of them within a realistic timescale. Advice should be taken from the HR Advisory Service about undertaking formal procedures in line with Capability or Disciplinary Policies.

## 9. **Assessing the Suitability of an External Appointee**

It is the Line Manager's responsibility to assess the suitability of employees new to the school, monitor their progress in meeting the standards expected of them and deal with problems quickly before they become serious concerns.

## 10. **Regular Supervision**

During the first 6 months, the Line Manager should hold regular one to one supervision sessions with the employee to agree standards and objectives and monitor progress. It is necessary to keep a written record of these discussions which will be used at the formal probationary review meetings.

## 11. **Formal Probationary Review Meetings**

The Line Manager must ensure the formal probationary review meetings are held, as follows:

Schedule of Formal Probation Review Meetings	
Complete 1 <sup>st</sup> formal review	By the end of Month 1
Complete 2 <sup>nd</sup> formal review	By the end of Month 3
Complete final formal review	No later than the end of Month 5

Line Managers may hold additional formal review meetings with the employee to review progress at any stage during the 6 months period and use the 2<sup>nd</sup> formal review form as an interim form.

## 12. **Possible Outcomes of the Probationary Process**

### **Confirmation in Post**

If the Line Manager assesses that the new employee is suitable for the role, they must confirm to the new employee in post at the final formal probation review meeting.

At the meeting, the Line Manager should congratulate the new employee on their success in proving themselves suitable for the role. The Headteacher should confirm the decision in writing, using the template letter for successful completion of probation ([Appendix 4](#)).

### **Concerns about Suitability of a new employee within the 6 months Probationary Period**

If the Line Manager has concerns about the new employee's consistent failure to meet the standards required and their suitability for the job, by the end of month 5 of the probationary period at the latest, they must have completed the following steps:

#### **Step 1:**

The Line Manager must hold a meeting with the employee to advise them that they are not meeting the standards required of them and that failure to improve may lead to termination of employment.

The Line Manager should:

- set targets / objectives for improvement to be achieved by the date of the next review meeting;
- ensure the employee receives any identified support required to enable the employee to meet the targets / objectives within the agreed timescale;
- confirm the meeting in writing and complete a second review form ([Appendix 2](#)) which must be retained on the employee's personal file;
- hold regular formal review meetings to monitor progress and give feedback;
- keep written records of the meetings held.

#### **Step 2A - Required Standard Achieved**

If there has been sufficient improvement during the agreed timescale, which the Line Manager considers demonstrates the employee's suitability and that this is sustainable, by the end of month 5 at the latest, the Line Manager should hold a final review meeting at which the Line Manager should congratulate the new employee on their success in proving themselves suitable for the role.

The Line Manager should complete the Final Review Form ([Appendix 3](#)) confirm the decision in writing, using the template letter for successful completion of probation ([Appendix 4](#)).

### **Step 2B - Required Standard not achieved**

If, during the next month, the Line Manager has assessed that the required standards are not being met, the Line Manager and the Headteacher must hold a meeting with the employee, by the end of month 5, at which they must advise the employee that they have been unsuccessful in completing their probationary period and provide the employee with the reasons why they have demonstrated that they are not suitable for the job.

The employee should be given reasonable notice of this meeting and afforded the right of representation at this meeting by either a Trade Union representative or a work colleague.

At the meeting, the Line Manager must explain why they think any extension to the probationary period would not be productive, and why they wish to terminate their employment. It is important that the Headteacher listens to the employee's views and takes into account any mitigating circumstances which may explain why they have not met the required standard.

The meeting should adjourn to allow a decision to be made. When the meeting reconvenes, the Headteacher must inform the employee if it has been decided to dismiss.

The Headteacher must confirm the decision using the final review form ([Appendix 3](#)) together with the template letter ([Appendix 8](#)) for unsuccessful completion of the probationary period and termination with the required amount of notice entitlement as set out above. The employee must be given the right of appeal. (Please refer to Appeals Procedure, Guidance for Schools, Section 2a.

### **Step 2C - Required Standard not achieved / Extension of Probation**

If, by the end of month 5 at the latest, there has still not been sufficient improvement, the Line Manager may, in exceptional circumstances (for example, prolonged periods of unavoidable absence), decide that, given a further limited period, the employee will be able to demonstrate their suitability. In this case, the Line Manager may seek to extend the probationary period, by a minimum of 1 month and normally a maximum of 3 months. This can only be done with the agreement of the employee. The Line Manager must complete the 2<sup>nd</sup> formal review form ([Appendix 2](#)) and confirm the


decision using the extension to probationary period template letter ([Appendix 5](#)). The Line Manager must then apply Steps 1 and 2 above. If there are any sickness absences during the extension of the probationary period, the Line Manager should consult with the HR Advisory Service and review the circumstances of the individual case.

If 1 month before the end of the extended period the Line Manager assesses that the employee has demonstrated their suitability and that this is sustainable, the Line Manager should follow Step 2A above.

If by 1 month before the end of the extended period the Line Manager assesses that the employee has not demonstrated their suitability which is sustainable, the Line Manager should follow Step 2B. There must be no further extension to the Probationary Period.

Managers should seek advice from the HR Advisory service to ensure that appropriate, fair and consistent action is taken, and that procedure and legislative requirements are met.

## **Appendix 1**

 PRESTON PRIMARY ACADEMY TRUST PROBATION REVIEW SCHEDULE		
Employee name		
School Name		
Start date of employment		
<b>1<sup>st</sup> formal review (End of month 1)</b>	Due date	Date completed
<b>2<sup>nd</sup> formal review (End of month 3)</b>	Due date	Date completed
<b>3<sup>rd</sup> formal review (End of month 5)</b>	Due date	Date completed
<p>New employees and their Line Manager should meet to complete each form by the end of their first, third and fifth month of employment.</p> <p>Once completed, a copy should be given to the postholder, and a copy saved on their personnel file.</p>		

1st FORMAL REVIEW MEETING (Month 1)	
Name:	
Job Title:	
School name:	
Start date of employment:	
Line Managers name:	

<p><b>1. Is the postholder happy that the induction checklist has been fully covered?</b> Identify any areas that have not been covered yet or fully understood. Outline any actions required and identify timescales.</p>
<p><b>2. Are there any issues or concerns that have been raised during the induction period.</b> Outline any actions required and identify timescales.</p>
<p><b>3. Is the postholder aware of the school's procedures in relation to safeguarding and clear about who they should raise any concerns about child protection and safeguarding with?</b></p>

4. **Is the postholder clear about what their role entails and how they contribute to the work of the school?** (Please ensure a copy of The Job Description and Job Specification has been signed and saved on personnel file.)

Outline any actions required and identify timescales.

5. **Describe the postholder's working relationships with colleagues.**

Discuss any positive areas/areas for improvement/actions required.

6. **Outline the areas in which the postholder is performing well.**

Identify strengths and key achievements.

7. **Are there any specific areas for improvement or concern? Yes/No**

8. Please discuss the following areas and identify any actions with timescales:

- **Training and Development**
  
- **Attendance concerns (punctuality, reliability or sickness absence)**
  
- **Health and safety or welfare matters?**
  
- **Equality or diversity matters?**
  
- **Workload and work/life balance**



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<p>9. General comments from Line Manager</p>
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<p>Can the first month of induction be signed off as completed?</p>
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<p>I confirm that the 1<sup>st</sup> formal review has been satisfactorily completed.</p>	<p>I confirm that I have informed the employee where they are not meeting the standards required of them and that failure to improve may lead to termination of employment. I have set targets/objectives for improvement to be achieved by the 2<sup>nd</sup> formal review meeting to be held by the end of month 3.</p>	<p>Formal review only - probationary period not applicable due to previous continuous service or permanent teachers' contract</p>
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<p>Line Manager Print Name:</p>	
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<p>Signed:</p>	
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<p>Date:</p>	
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<p>General comments from postholder</p>
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<p>Employee Print Name:</p>	
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<p>Signed:</p>	
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<p>Date:</p>	
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2nd FORMAL REVIEW MEETING (Month 3)	
Name:	
Job Title:	
School name:	
Start date of employment:	
Line Managers name:	

<p><b>1. Is the postholder happy that the induction checklist has been fully covered?</b></p> <p>Were there any actions points identified in the Month 1 review to update?</p> <p>Are there any new issues or concerns raised since the last review?</p> <p>Identify any areas that have not been covered yet or fully understood. Outline any actions required and identify timescales.</p>
<p><b>2. Are there any specific areas for improvement or outstanding actions to address before the postholder is confirmed in post?</b></p> <p>If yes, outline these and the agreed action, timescale and how this will be monitored? (Advice should be sought from HR Advisory Service.)</p>

<p>3. Is the postholder aware of the school's procedures in relation to safeguarding and clear about who they should raise any concerns about child protection and safeguarding with?</p>
<p>4. Does the postholder feel able to raise any concerns they have, or to challenge harassment, discrimination or other inappropriate behaviour?</p> <p>If not, how will this be addressed?</p>
<p>5. Describe the postholder's working relationships with colleagues.</p> <p>Discuss any positive areas/areas for improvement/actions required.</p>
<p>6. Outline the areas in which the postholder is performing well.</p> <p>Identify strengths and key achievements.</p>
<p>7. Are there any specific areas for improvement or concern? Yes/No</p> <p>8. Please discuss the following areas and identify any actions with timescales:</p> <ul style="list-style-type: none"> <li>• Training and Development</li> <li>• Attendance concerns (punctuality, reliability or sickness absence)</li> <li>• Health and safety or welfare matters?</li> </ul>

<ul style="list-style-type: none"> <li>• Equality or diversity matters?</li> <li>• Workload and work/life balance</li> </ul>		
<p>9. General comments from Line Manager</p>		
<p>Can the third month of induction be signed off as completed?</p>		
<p>I confirm that the 2<sup>nd</sup> formal review has been satisfactorily completed.</p>	<p>I am unable to confirm that the probationary period has been satisfactorily completed to date. I have identified areas for further improvement and discussed these with the employee</p>	<p>Formal review only - probationary period not applicable due to previous continuous service or permanent teachers' contract</p>
Line Manager Print Name:		
Signed:		
Date:		
<p>General comments from postholder</p>		
Employee Print Name:		
Signed:		
Date:		

Comments from Senior Line Manager (if applicable)	
Senior Line Manager Print Name:	
Signed:	
Date:	

If the Line Manager has concerns about the new employee's consistent failure to meet the standards required and their suitability for the job, by the end of month 5 of the probationary period at the latest, they must inform the employee where they are not meeting the standards required of them and that failure to improve may lead to termination of employment.

The Line Manager should set targets / objectives for improvement to be achieved by the date of the next review meeting. The Line Manager must ensure the employee receives any identified support required to enable the employee to meet the targets/objectives within the agreed timescale.

3rd FORMAL REVIEW MEETING (Month 5)	
Name:	
Job Title:	
School name:	
Start date of employment:	
Line Managers name:	

<p>1. If the induction checklist has not previously been signed off, have all outstanding induction topics from the previous review now been fully covered and understood?</p> <p>If not please provide details and agreed actions.</p>
<p>2. If any key targets or actions were agreed during the last review what progress has been made against these? If targets remain outstanding provide reason and how and when these will be achieved.</p>
<p>3. Are there any outstanding issues to address before the postholder is confirmed in post? If yes, outline these and the agreed action and timescales for improvement. How will this be monitored? (Attach a separate action plan if necessary). (Advice should be sought from HR.)</p>
<p>4. Detail any issues or concerns that have been raised by the postholder since their last review. What action has / will be taken to address these and how / when?</p>

<p>5. Describe the postholder's working relationships (colleagues / Managers / service users / customers) identifying any positive areas or areas for improvement. Outline any actions required and timescales.</p>
<p>6. Is the post holder aware of the school's procedures in relation to safeguarding and clear about who they should raise any concerns about child protection and safeguarding with?</p>
<p>7. Does the postholder feel able to raise any concerns they have, or to challenge harassment, discrimination or other inappropriate behaviour? If not, how will this be addressed?</p>
<p>8. Is the postholder positively contributing towards the work of the school?</p> <p>Outline any areas requiring further clarification and how this will be achieved.</p>
<p>9. Outline the areas in which the postholder is performing well and where their strengths lie, including any key achievements.</p>
<p>10. Are there any specific areas for improvement? If so, outline what these are, the support required to make improvements and how these will be jointly addressed and monitored.</p>
<p>11. Are there any specific areas for improvement or concern? Yes/No</p>

12. Please discuss the following areas and identify any actions with timescales:

- **Training and Development**
  
- **Attendance concerns (punctuality, reliability or sickness absence)**
  
- **Health and safety or welfare matters?**
  
- **Equality or diversity matters?**
  
- **Workload and work/life balance**

General comments or observations from Line Manager:

**Line Manager to complete:**

I can confirm that the probationary period has been satisfactorily completed and the employee's suitability for the role. I have sent a letter to the employee confirming the successful completion of their probation.

**OR**

I am unable to confirm that the probationary period has been satisfactorily completed. Due to exceptional circumstances, I have decided to extend the employee's period of probation for 1 / 2 / 3 (delete as applicable) month/s. I will hold regular review meetings with the employee during this time and hold a further final review meeting on date: \_\_\_\_\_ to confirm if sufficient improvement has been made for me to confirm either the successful completion of their probation or if not, their termination.

**OR**

I am unable to confirm that the required standards have been met by the employee during the probationary period. I have advised the employee that they have been unsuccessful in completing their probationary period and provided them with the reasons why they have demonstrated they are not suitable for the job. I have met with the employee (who was given the option to be accompanied by a work colleague or Trade Union representative) and I was accompanied by a Senior Manager and a HR Advisory Officer. The outcome of the meeting was that a decision was made to terminate the employee's employment on date: \_\_\_\_\_.

The employee was informed at the meeting they had the right to appeal against the decision made **or** a decision was made to extend the employee's period of probation for 1 / 2 / 3 (delete as



applicable) month/s. I will hold regular review meetings with the employee during this time and hold a further final review meeting on date: \_\_\_\_\_ to confirm if sufficient improvement has been made for me to confirm either the successful completion of their probation or if not their termination.

**OR**

Formal review only - probationary period not applicable due to previous continuous service or permanent teachers' contract

Line Manager Print Name:	
Signed:	
Date:	
<b>General comments from postholder</b>	
Employee Print Name:	
Signed:	
Date:	
<b>General comments or observations from Senior Line Manager (if applicable)</b>	
Senior Line Manager Print Name:	
Signed:	
Date:	



## **Appendix 2**

Dear

### **SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD**

Following your Final Formal Probation Review Meeting held at the end of Month 5 on (date), I am writing to confirm that you have successfully completed your probationary period of employment.

***(Include and delete one of the following as appropriate in line with SCC terms and conditions unless the school has adopted a different provision in their pay policy).***

*As your start date was between 1 April and the 30 September you will receive an incremental increase which will be paid on the 1<sup>st</sup> April.*

***OR***

*As your start date was between 1 October and the 31 March you will receive an incremental increase which will be paid 6 months from the date you started which is (date required).*

I would like to take this opportunity to congratulate you and thank you for your contribution during your first 6 months of employment. I hope you will continue to enjoy working in the XX service area / department at XXX school / academy.

Yours sincerely

Name of Line Manager

Dear

**CONFIRMATION OF EXTENSION TO PROBATIONARY PERIOD**

I write to confirm the outcome of your recent probationary review meeting (5 months). This meeting was held to discuss and review your performance during your probationary period to date. At this meeting you were accompanied by (insert name of trade union representative or workplace colleague).

During this meeting, I made you aware there are some the on-going concerns in relation to your performance, which are detailed in the enclosed copy of the review form. In summary we agreed the following targets / areas for improvement:

*Detail these as required XXXX*

To help you successfully achieve these targets the following support was agreed for you:

*Detail the support, additional training or development identified XXXXX.*

We also acknowledged ..... (*detail any points, concerns or mitigating circumstances raised by the employee*) which I appreciate may be impacting upon your performance at present. *Detail how these issues are being jointly managed and what action has been agreed.*

The outcome of this meeting is that I am currently unable to confirm that you have satisfactorily completed your probationary period. In order to provide you with additional time to demonstrate your suitability for the post and make the required improvements we discussed the option of extending your probationary period. We agreed an extension period of 1 / 2 / 3 (delete as applicable) month(s) to take effect from X. To indicate your acceptance of the extension period, please could you sign the note at the foot of this letter and return one copy to me. The other copy is for you to keep.

It is important for you to understand that you will be expected to demonstrate your suitability for the post during this extension. If you fail to achieve the standards required as set out above / in the enclosed probationary review form / improvement plan we will unfortunately be unable to confirm you in post and your employment will be terminated. Should this be the case you will be entitled to 1 week's notice.

As agreed, I will hold weekly informal review meetings with you to monitor your progress. Your final formal probationary review meeting will be held on X and to ensure you feel supported you can be accompanied by your Trade Union Representative or a workplace colleague of your choice, if you so wish.

I hope the support mechanisms I have put in place will lead to the successful completion of your probationary period. I am also pleased to note your intention and commitment to achieve the required standards. I appreciate that this is an anxious time for you and wish to reassure you that we will support you where possible to make the required improvements. Meanwhile, if you have any concerns or queries, please don't hesitate to contact me. *If you require any additional support, you may find Care First Counselling useful. They can be contacted on 0800 174319. (only include if school / academy purchases the Care First service)*

Yours sincerely

Line Manager

Dear

**SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD (FOLLOWING EXTENSION)**

Following your Final Formal Probation Review Meeting held at the end of Month 5 when I informed you that you were not meeting the standards required, I am pleased to inform you that since then you have sufficiently improved. Therefore, I can confirm you have successfully completed your probationary period of employment.

***(Include and delete one of the following as appropriate in line with SCC terms and conditions unless the school has adopted a different provision in their pay policy).***

*As your start date was between 1 April and the 30 September you will receive an incremental increase which will be paid on the 1<sup>st</sup> April.*

***OR***

*As your start date was between 1 October and the 31 March you will receive an incremental increase which will be paid 6 months from the date you started which is (date required).*

I would like to take this opportunity to congratulate you and thank you for your contribution during your first 6 months of employment. I hope you will continue to enjoy working in the XX service area / department.

Yours sincerely

Name of Line Manager

Dear

**INVITE TO FINAL / EXTENDED FINAL PROBATIONARY REVIEW MEETING**

Following your 2nd / final probationary review meeting at which your on-going progress during your *probationary review period* was discussed, I would now like to invite you to attend a final / extended final formal review meeting on (date). Present at the meeting will be myself and (Headteacher).

The purpose of the meeting is to discuss how you have progressed against the *objectives / targets / agreed action plan XXXXXX (detail specifics as required)* and discuss what action may be required.

As this will be your final review meeting, you need to be aware that confirmation of your employment is subject to you demonstrating that you have attained and can sustain the required *improvements / objectives / targets / actions (detail specifics as required)*. Therefore, if it is felt that you have not achieved the *required standards / performance improvements* during your formal probationary period, this may result in the termination of your employment contract.

In order that you feel supported during this meeting you are entitled to be accompanied by either your trade union representative or a work-place colleague of your choice.

If you are unable to attend, I would appreciate it if you could let me know as soon as possible so that an alternative date can be arranged. In the meantime, if you have any questions or concerns, please don't hesitate to contact me.

Yours sincerely

Line Manager

Dear

**NOTIFICATION OF UNSUCCESSFUL COMPLETION OF PROBATIONARY PERIOD & TERMINATION OF EMPLOYMENT**

I am writing to confirm the outcome of your final / extended final probationary review meeting, which was held on (date of meeting) with myself and (Headteacher and names of any others present). You were accompanied by (name of trade union representative or work colleague if applicable).

During this meeting we discussed your overall performance during your probationary / extended probationary period and whether you had made the required improvements to satisfactorily achieve the targets agreed with you at your 2nd / final probationary review meeting. Please find enclosed a copy of the final review form for your information.

After careful consideration of all the facts presented, the decision was made that you had unfortunately not been successful in completing your probationary period for the reasons detailed below:

*Detail each target / improvement area previously agreed and how the employee has performed against these.*

The decision was therefore made to terminate your employment with effect from (date).

You are entitled to receive 1 week's notice.

You will not be required to work during this period, and you will be paid in lieu of notice (delete if applicable).

Your final salary will also include any other payment due to you including any accrued holiday payments. These monies will be paid direct into your bank account and a final payslip and P45 will be sent to your home address.

You have the right of appeal against this decision by writing, stating the reason for your appeal, to XXX within 10 working days of receiving this letter.

Yours sincerely



Headteacher

Please sign the enclosed copy of this letter to confirm its receipt and your understanding of its contents and return to me.

I confirm that I have received and understood the contents of this letter.

Signed: ..... Date: .....