



**ST TERESA**  
*of* **CALCUTTA**  
Catholic Academy Trust

# Support Staff Probation Policy

Policy Level	Trust/Statutory	Ref No	<b>H20</b>
Approved by	<b>Trust Board</b>	Approved date	<b>3<sup>rd</sup> October 2023</b>
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### **Commitment to equality:**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

**This Probation Policy and Procedure has been approved and adopted by St Teresa of Calcutta Catholic Academy Trust based on TBC with minor amendments TBC will be reviewed Autumn 2024.**

**The St Teresa of Calcutta Catholic Academy Trust (CAT) exists to secure 3-19 Catholic Education in the Diocese of Salford. Within the CAT, our academies are communities where our children and young people are given a clear vision for life, a vision which is rooted in the person and teachings of Jesus Christ and which is faithful to the mission of the Catholic Church.**

**The Trust seeks to serve all our families and to work with other partners in education for the benefit of our children and young people; we are committed to working together as academies and with the wider community for the common good.**

**In our academies, we uphold the dignity and unique human value of every person as we strive for excellence in education; gifts and talents are shared between our academies as we aim to provide the highest standards for all our children and young people throughout the Trust.**

**St Teresa of Calcutta CAT is rooted in the Catholic mission to educate our pupils to the highest academic standards, fuel them with Gospel Spirit, in order to be agents of transformation in society: people who are rooted in action for the common good. We articulate this in our specific goal to use our individual God given gifts to find new ways to spread the joy of the Gospel to every corner of the world...**

***Make Christ Known; Making Lives Better***

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## **Introduction**

St Teresa of Calcutta Catholic Academy Trust is committed to maintaining a productive, efficient, and supportive work environment for all employees. As part of this commitment, we have established this probation policy to provide guidelines and expectations for both new and existing employees who are on probation.

## **Purpose**

The probation policy is designed to assess the suitability of a new employee or an existing employee who has taken on a new role within the Trust. During the probationary period, the employee's performance, conduct, and overall compatibility with the Trust's values and objectives will be evaluated.

## **Probationary Period**

The probationary period for new employees is six months from the date of joining St Teresa of Calcutta Catholic Academy Trust. For existing employees taking on a new role or promotion, the probationary period may vary depending on the complexity of the new role but will typically not exceed 90 Days. During this period, the employee's performance will be regularly reviewed by their Line manager.

## **Performance Evaluation**

Throughout the probationary period, the employee's performance will be assessed based on the responsibilities outlined in their job description. The evaluation process may include:

- Regular feedback and Training sessions with the employee's Line manager.
- Performance reviews at 1-month, 3-month, 6-months.
- Assessment of the employee's adherence to the trusts policies and values.
- An opportunity for the employee to provide self-assessment and feedback on their experience during the probationary period.

The progress of the probationer should be reviewed and discussed at clearly defined intervals between the probationer and their line manager throughout the probationary period. Each case should be assessed on its merits, taking into account the nature of the role and the various duty requirements throughout the different stages of the academic year. This may involve (in consultation with the probationer) adding, adjusting, or restricting objectives to reflect the probationer's abilities and performance, or changing external factors. The outcome of these periodic reviews should be recorded in accordance with normal performance management procedures.

Where concerns have been raised about the probationer's performance, the line manager of the post should discuss these fully and openly with the probationer and an action plan to remedy the problems should be agreed and documented.

## **Suspension of probationary period**

Where the probationer is required to take an extended period of absence during the probationary period due to maternity, adoption or shared parental leave, the probation period should be paused.

In some circumstances, extended periods of absence due to ill-health (subject to management discretion), may result in the probationary period being paused. In such cases the appropriate line manager should seek advice from Human Resources.

During any period in which the probationary period is paused, the probationer is subject to the appropriate maternity, adoption, shared parental leave or absence management policy.

On returning to work from the absence, the probationary period may be extended by the Trust to provide the probationer time to meet their probation objectives by either:

- The corresponding period of the absence/pause, or;
- The remaining period of probation, whichever is the shorter.

## **Concluding probationary period**

Before the end of the probationary period, the appropriate line manager (see the Responsibilities section at the end of this document) will decide, based on the reports completed during the probationary period, whether the probationer should:

- Have their appointment confirmed (confirmation of appointment – see Section 8), or
- Have their probationary period extended to provide additional support (extension of probationary period - see Section 9), or
- Have their appointment terminated (non-confirmation of appointment – see Section 10).

## **Confirmation of appointment**

Based on the probationer's progress against probationary period objectives (and as recorded in the regular probation review/reports), if the appointment is to be confirmed, the appropriate line manager should inform the probationer and then Human Resources who will arrange for a confirmation letter to be issued.

On confirmation of appointment, the individual becomes subject to appraisal, capability and disciplinary procedures, as normal. The appraisal process and objectives should be adjusted accordingly to reflect the proportion of the appraisal cycle remaining, depending on when the probationary period is signed-off.

Should the probationer fail to be issued a confirmation letter then the probationary period will be deemed to have been successfully completed.

## **Extension of probationary period**

If there are concerns about the performance, conduct, or capability of the probationer at any time during the probationary period, the line manager should seek to proactively address these issues with the probationer throughout the probationary review period.

However, in exceptional circumstances, the line manager may determine that it would be appropriate to extend the probationary period to see if the probationer can meet the requirements of the role before a decision is taken as to whether to confirm their appointment or not. In such cases the appropriate line manager should seek advice from Human Resources.

Any intention to extend the probationary period due to concerns about performance, conduct or capability should be discussed with the probationer before the original probation period's end date. A letter should be sent to the probationer advising them that their probationary period may be extended and inviting them to a meeting to allow them to set out any reasons why they believe that either their probation should not be extended or that their appointment should be confirmed. Such meetings should be scheduled to take account of the relevant notice periods defined in Section 4 of this policy. The probationer may be accompanied at the meeting by either a colleague or trade union representative. The meeting should be conducted by the line manager. Any intention to extend the probationer's probationary period should be supported by appropriate evidence from the probationary review meetings held throughout the probationary period.

Any intention to extend the probationary period following a suspension of the probationary period covered by Section 6 of this policy should be discussed with the probationer as part of that process and managing the probationer's return to work.

## **Non-confirmation of appointment**

Where the employing department believes the appointment should be terminated, during the probationary period, the appropriate line manager should seek advice from Human Resources.

Any intention to not confirm appointment after the probationary period, and the reasons for this, should be discussed with the probationer before the original probation period's end date. In ordinary circumstances, a letter should be sent to the probationer warning them that their employment may not be confirmed and inviting them to a meeting to allow them to set out any reasons why they believe that either their probation should be extended or that their appointment should be confirmed. Such meetings should be scheduled to take account of the relevant notice periods defined in Section 4 of this policy. The probationer may be accompanied at the meeting by either a colleague or trade union representative. In such circumstances, the meeting should be conducted by the line manager who may be accompanied by a representative of Human Resources. Any intention to not confirm

the probationer's appointment after the probationary period should be supported by appropriate evidence from the probationary review meetings held throughout the probationary period.

If the decision is made that the appointment will not be confirmed, this should be confirmed in writing within seven working days.

## **Appeals**

While a probationer cannot claim unfair dismissal during their probationary period, they can claim for wrongful dismissal. This could occur if the probationer feels they were dismissed without going through a fair process. Should the probationer wish to appeal on the grounds of wrongful dismissal. They should submit an appeal in writing to the Chair of Governors against non-confirmation of the appointment within 3 working days of the outcome of either meeting.

A template form for making an appeal is at Appendix A to this document.

The Trust will endeavour to hold a meeting within 5 working days of receipt of the appeal.

The appeal meeting will be heard by a panel of school governors and the probationer may be accompanied by a trade union representative or work colleague.

The possible outcomes of this meeting are.

- The probationer's dismissal is upheld, and they are informed of this in writing within five working days.
- The probationer's employment is reinstated, and their probationary period is extended for a further period of time.

## **Reporting**

The Headteacher/Principal, HR and either the BDAT CEO or Director of Operations should be informed by the line manager at the earliest opportunity if consideration is being given to either extending a probationary period or terminating a staff member's employment during probation. Only the Headteacher can authorize the decision to terminate employment during the probationary period, and this must be discussed in advance with HR, the Trust CEO and the Chair of Governors. This is to ensure that staff are treated fairly and equitably across the Trust.

# Responsibilities

## Line Manager

- It is recognised and accepted that the 'role of the line manager' is a broad and generic term and that the exact definition (i.e., who would deliver the role of the line manager in each process) may vary across different schools and departments within schools, as well as across different processes.
- Practical day to day management responsibility for providing advice, assistance and guidance, in as helpful and comprehensive way as possible, is likely to rest with the line manager. This role will most likely be the probationer's immediate line manager, supervisor, or other nominee. To this policy and guidance, references to 'line manager' should be read as the designated person within these parameters.
- The line manager is responsible for consulting with HR prior to and then notifying HR of the outcome of all probation reviews, including confirmation, non-confirmation, extension, or suspension of the probationary period.

## Employee (Probationer)

- If the probationer has any concerns about their own learning or development experiences, or their ability within the role, they are also responsible for raising this with their line manager for consideration within the probationary period.

## Appendix 1: APPEAL Proforma

### APPEAL AGAINST **(Insert relevant decision/procedure)**

This form will help you with your appeal and will speed up the process.

Name				
Post Title				
School				
Date of decision letter				
I wish to be represented by a Trade Union <i>(tick as appropriate)</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
My representative is				
Name of Trade Union				
I wish to appeal because <i>(tick as appropriate)</i>				
<input type="checkbox"/>	<input type="checkbox"/>	The decision was too harsh		



		<b>The proper procedures were not followed</b>
		<b>New evidence has come to light</b>
		<b>The decision was unsound</b>
		<b>Other</b>

<b>I intend to call witnesses <i>(tick as appropriate)</i></b>		<b>Yes</b>		<b>No</b>
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**Please provide the name(s) of any witness(es) that you wish to call in the space provided below. *(if applicable)***

Whatever your reason for appeal, you should give details to support it in the space provided on the back of this form. **Failure to complete this section could result in your appeal being dismissed in accordance with the provisions of the appeals process detailed in the Probationary Period Policy. You do not, however, have to state your entire case - a summary of the relevant arguments will suffice.**

**Please provide detail of the grounds for the appeal in the space provided below;**

<b>Signature of Applicant</b> (person raising appeal)	
<b>Date</b>	
<b>Please return completed forms to:</b> (Insert name of person making decision / the Chair of the Governors for School Name) <b>This form should be returned within 3 working days of your receipt of the outcome.</b>	

**Policy Review**

This probation policy will be periodically reviewed and updated as necessary to ensure its relevance and effectiveness.

By acknowledging this probation policy, employees signify their understanding and acceptance of the conditions outlined herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Employee)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Human Resources Representative)

## Appendix 2: Probation Review Proforma

### Probation Review Proforma 1/3/6 Month

#### Employee Details:

- Name: [Employee's Name]
- Department: [Department/Team]
- Job Title: [Job Title]
- Probation Start Date: [Start Date]
- Probation End Date: [End Date]

#### Instructions:

This Probation Review Proforma is designed to assess the employee's performance and conduct during their probationary period. Please provide a detailed evaluation based on the employee's performance and progress. The feedback collected here will be used to determine whether the employee's probation should be confirmed, extended, or terminated. Your honest and constructive feedback is essential in helping the employee succeed in their role.

#### A. Performance Evaluation:

##### **Insert Comments**

#### 1. Job Knowledge and Skills:

- Assess the employee's understanding and proficiency in their assigned tasks and responsibilities.
- Comment on any specific areas of strength or improvement.

2. Quality of Work:

- Evaluate the quality and accuracy of the employee's output and deliverables.

**Insert Comments**

- Highlight any instances of exceptional work or areas requiring improvement

**Insert Comments**

3. Productivity and Time Management:

- Review the employee's ability to manage their time effectively and meet deadlines.
- Comment on their overall productivity and efficiency in completing tasks.

**Insert Comments**

B. Communication and Teamwork:

1. Communication Skills:

- Evaluate the employee's communication skills, both verbal and written.
- Assess their ability to convey ideas, actively listen, and provide feedback.

**Insert Comments**

2. Collaboration and Teamwork:

- Comment on how well the employee works with their colleagues and contributes to team efforts.
- Evaluate their adaptability to team dynamics and willingness to help others.

**Insert Comments**

C. Attitude and Adaptability:

1. Attitude and Enthusiasm:

- Assess the employee's attitude towards their work, colleagues, and the company's goals.
- Highlight any positive attitude or areas for improvement.

**Insert Comments**

2. Adaptability and Flexibility:

- Evaluate the employee's ability to adapt to changes, take on new challenges, and handle pressure.
- Comment on their openness to feedback and willingness to learn and grow.

**Insert Comments**

D.Attendance and Punctuality:

1. Attendance:

- Review the employee's attendance record during the probationary period.
- Comment on any patterns of absences or tardiness.

**Insert Comments**

**E. Overall Probation Assessment:**

Based on the employee's performance during their probationary period, please select one of the following options:

- Probation Confirmed: The employee has met or exceeded expectations, and their probation should be confirmed.
- Probation Extended: Additional time and support are required for the employee to demonstrate satisfactory performance.
- Probation Terminated: The employee's performance and conduct do not meet the company's standards, and their employment should be terminated.

**Insert Comments**

Additional Comments:

**[Provide any additional comments or specific feedback regarding the employee's performance.]**

Recommendations:

**[If applicable, provide recommendations for areas of improvement or further development.]**

Reviewer's Name: [Your Name]

Reviewer's Title: [Your Title]

Date of Review: [Review Date]

[Employee's Signature]

[Date]

[Reviewer's Signature]

[Date]

Note: Once the Probation Review Proforma is completed and signed by both the employee and the reviewer, it should be submitted to the HR department for further processing and decision-making regarding the employee's probation status.





### APPDENDIX 3

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Confirmation of Probation Passing

We are delighted to inform you that based on a comprehensive evaluation of your performance during the probationary period, we have decided to confirm your employment with St Teresa of Calcutta Catholic Academy Trust.

Your probationary period began on [start date], and during this time, your performance met expectations set out in your job description.

Once again, congratulations on successfully completing your probationary period. We believe that your talents will continue to contribute significantly to our shared values and success.

If you have any questions or need further information, please feel free to contact your Human Resources department.

Thank you for being an integral part of our team, and we look forward to many successful years together.

Sincerely,





## APPENDIX 4

[Your Name]

[Your Address]

[Date]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally confirm that we will be extending your probationary period with (School Name). your initial probationary period was scheduled to end on [Probation End Date], upon evaluating your performance, we would like to advise that an extension of [Extension Duration] to allow you to further demonstrate my capabilities to carry out your role (Role name)

Please find attached supporting documents or evaluations related to your performance during the probationary period.

Should you require any further information, please do not hesitate to contact HR department.

Kind Regards,

[Your Name]

