



SEFTON COUNCIL

PROBATIONARY POLICY

For non teaching school based staff

Produced by Personnel; Schools Team

www.sefton.gov.uk

V3.0
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School: Cambridge Nursery School

Date Adopted by the Governing Body: 1.9.19

Signed: _____

Chair: _____

Headteacher: _____

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1. Introduction

It is Sefton Local Authority and **Cambridge Nursery School** policy that all new are required to satisfactorily complete a probationary period of 6 months prior to being confirmed in their appointment.

The Statement of Particulars for new entrants to the service reflects this requirement as follows:- "Confirmation of your appointment will be subject to satisfactory completion of a probationary period of six months in accordance with the Schemes of Conditions of Service referred to above. During your probationary period you will be expected to establish your suitability for the post."

New entrants who are within their probationary period are excluded from the Local Disciplinary Procedure and the Grievance Procedure, which states that the procedure does not apply "where less than six months probationary service has been completed and dismissal arises from unsuitability for confirmation of appointment."

2. Principles

The purpose of the probationary period is to enable new entrants to establish their suitability and this must be made clear at the time of appointment.

The probationary period is concerned solely with assessing an individual's ability to do the job and general standard of conduct (e.g. ability to properly observe normal work rules and conventions including punctuality, relationship with colleagues/managers/public, and standards of attendance). In this connection the expected standards, work rules etc. must be made known to the probationer as soon as he/she commences.

Whilst probationers will generally be excluded from the Disciplinary Procedure, it should be recognised that in exceptional circumstances where allegations of serious or gross misconduct arise, it will be both necessary and appropriate to apply the Disciplinary Procedure with the appeal rights it conveys.

The above paragraph recognises that most new entrants successfully complete the probationary period and it is only exceptionally that an individual's inherent ability, performance or general conduct is of such poor standard generally as to make non-confirmation the inescapable conclusion.

The question of whether or not disciplinary action is appropriate should be the subject of consultation with the Personnel; Schools Team before any action is taken.

3. Administering the Probationary Period

At all stages the employee will be informed of the right to be represented either by a Trade Union representative or a work colleagueⁱ.

During the period new entrants must be properly monitored and formal supervisory sessions conducted at least once per month. A full record of the probationary process should be kept on the appropriate forms (appendix 1 & 2). The purpose of these sessions will be to provide the new entrant with feedback on his/her performance and conduct. Equally he/she should be invited to comment on any concerns or request any assistance he/she considers necessary. A note of each meeting should be recorded on the appropriate form (appendix 2) and made available to the individual for signature with an indication of any necessary action to be taken, by whom and by when; every reasonable and practical effort must be made by the headteacher/line manager to resolve any difficulties - this may include counselling, extra supervision, instruction, training.

Where the probationary period is successfully completed this must be confirmed by the Headteacher to the probationer in writing.

If at any stage and following counselling etc. a probationer's ability/conduct does not reach an acceptable standard, non-confirmation of appointment should be considered. A final decision should not be made until the employee has been given the opportunity to state his/her case with a trade union representative present (if he/she so wishes). A representative of the Schools Personnel; Schools Team will be available to advise the Headteacher if requested. The decision not to confirm a probationer's employment rests with the Headteacher.

If the probationer's appointment is not confirmed he/she must be given appropriate notice in accordance the Employment rights Act 1996 (i.e. for employees continuous service of more than one month but less than two years should be provided with not less than one weeks notice) and provided with a reason in writing of why his/her employment is not going to be confirmed. Notice must be served before the end of the probationary period; it is not necessary for the effective date of termination to be before the end of the period.

Where it is not the headteacher carrying out the probationary process with the employee, a report detailing any issues, action taken, recommendations and appending copies of all records of probationary meeting should be presented to the headteacher. The headteacher then should take a decision regarding confirmation of appointment based on the contents of the report.

4. Extensions

ⁱ For the purposes of this policy a work colleague is one which is employed at the same school

Probationary periods cannot be extended other than where there has been a lengthy absence due to illness or some other reason authorised by the headteacher (e.g. special leave) during the period. Any extension must be by written mutual agreement. Where the probationer does not agree, a decision regarding confirmation of appointment will be taken on the basis of performance etc. during the period actually served.

Under no circumstances will the probationary period be extended beyond twelve months.

5. Appeals

An employee whose appointment is not confirmed has a right of appeal to the Governors Appeals Committee, whose decision on the matter will be final.

Should an employee wish to appeal against the decision not to confirm the appointment, he/she must do so in writing within 10 working days of receiving the letter notifying them of the decision. The grounds of appeal should be set out in full in the letter which should be sent to the Clerk to Governors who will acknowledge the letter and forward it to the Chair of the Appeals Committee.

The Chair of the Appeals Committee will convene a meeting which will take place within 28 working days from the receipt of the appeal from the employee. Any information the employee wants to be considered by the Appeals Committee must be supplied to the Clerk to Governors no later than 10 working days before the hearing.

At the hearing the employee will have a right to be represented by a trade union representative or be accompanied by a work colleague of their choice. The employee or their representative will be given the opportunity to put their case to the committee. The headteacher will respond to the employee's appeal and confirm the reasons for the non confirmation of the appointment. There will be an opportunity for questions from both sides and the committee, and the headteacher, followed by the employee, may sum up.

The committee will adjourn to reach a decision on the appeal and the employee will be notified of the decision in writing within 5 working days of the decision.

Appendix 1

Record of Probationary process.

Name	
Post	
School	
Headteacher/Line Manager	
Date appointed	

Dates of Monthly Meetings

Probationary Meeting 1.		Probationary Meeting 4.	
Probationary Meeting 2.		Probationary Meeting 5.	
Probationary Meeting 3.		Probationary Meeting 6.	

Extension.

Reason for extension

Date of meetings

Extension meeting 1.		Extension meeting 4.	
Extension meeting 2.		Extension meeting 5.	
Extension meeting 3.		Extension meeting 6.	

Reporting

Date report to Headteacher	
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Confirmation

Date Confirmation letter sent	
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Non Confirmation

Date of Non confirmation sent	
Reason for non confirmation	

Signed	
Print	
Dated	

Note: All probationary records must be expunged from an employee's file if/when the probationary period has expired/is confirmed as successful.

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Other points discussed.

Actions Agreed		
Action	To be taken by	Completion (Date)

Employees Signature	
Date	
Headteacher/managers signature	
Date	

