



## **Staff Induction and Probation Policy**

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September 2020

## STAFF INDUCTION AND PROBATION

All new employees have a 6-month induction and probation period in which additional support and regular feedback will be provided. Each new employee will be allocated a probation link from the Senior Team to lead on this process.

### THE INDUCTION PROCESS

The purpose of this process is to ensure all new employees understand the organisation, the culture, the people, and their role.

All new employees will receive an induction programme which covers key areas with a timetable for their induction confirming where they need to be and when, to include:

- Physical orientation; an escorted tour of the school and introduction to fellow workers.
- An overview of the organisation, its history, its strategy and objectives, products and services, and culture.
- An explanation of the departmental organisation, the requirements of the job and expectations of the new starter.
- Introductory one-to-ones arranged with key members of the organisation where appropriate.

### THE PROBATION PROCESS

All new starters will be subject to a minimum 6-month probation period to provide an opportunity to celebrate success and ensure new employees are well supported throughout their first year of employment at the school.

During the probation period, staff will meet formally with their probation link at 3 assessment points during the 12 months, to discuss progress to date. Progress is measured against the relevant standards for the role.

Probation assessment point 1 needs to be completed within 3 months of the employee's start date. It is the responsibility of the probation link to schedule these meetings.

A probation form should be completed providing evidence of how each standard has/has not been met. The expectation is that employees complete the form providing this evidence as far as possible in advance of the meeting.

This does not replace the usual line management system, so day-to-day issues should be raised as usual within the employee's team.

The Performance Review document should be completed for new employees within the first 6 weeks of their start date.

### MONITORING AND FEEDBACK

Employees will be given the opportunity to provide and receive feedback at the end of the induction/probation period.

Where concerns are raised with the member of staff, targets for improvement and the nature of any support required should be set and agreed. This will be managed in line with the school's Appraisal and Capability Policy. During this period there will be regular meetings between the employee and their line manager, where progress towards agreed performance review targets will be reviewed.

If the line manager is not satisfied with progress, performance concerns will continue to be dealt with in line with the School Staff Appraisal and Capability Policy.

The Headteacher should be kept fully informed of both concerns and progress.

Successful completion of the induction period will be confirmed in writing by the Headteacher. Failure to complete the probation period successfully will be considered as grounds for the Headteacher to consider dismissal.

NQTs will be subject to probation, which will run alongside their induction.