



# Probation Arrangements – Support Staff

**November 2015**

This guidance is based on model guidance provided by Lancashire County Council. These guidelines were revised in May 2015. They will be reviewed in light of LLC guidance.

The implementation of these guidelines will be monitored by the Governing Body.

The arrangements should be read in conjunction with all relevant personnel policies that are publicly available on the school website.

Approved by \_\_\_\_\_ (Headteacher)

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

Approved by \_\_\_\_\_ (Governor)

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

## **PROBATION ARRANGEMENTS – SUPPORT STAFF IN SCHOOLS (REVISED MAY 2015)**

- In accordance with the National Agreement, the permanent appointment of every new member of support staff in a school is subject to a term of probation up to six months. The employee's performance should be monitored and reviewed on a regular basis during this probationary period, for example at two months and four months, with the final review before the service reaches six months.
- The appointment should only be confirmed by the Headteacher where s/he is satisfied that the probationary period has been satisfactorily completed.
- In relation to any inadequacy in performance (or conduct) identified at the review stages, the required level of improvement must be identified and an appropriate timetable for achievement must be established. The consequences of failing to improve should be made clear to the postholder.
- In instances where, at the time of the permanent appointment, the employee was already occupying the particular post on a temporary basis and undertaking the full range of duties, management will recognise the temporary service in the post as contributing towards the probationary period.
- Where there are any doubts about an employee's suitability for confirmation of appointment, the probationary period may be extended, up to a maximum of 9 months. If this is the case, you must ensure that the employee is formally notified of this in writing.
- All temporary appointments offered to applicants who are not existing permanent established employees of the School should also be subject to probationary arrangements with monitoring and review throughout the period of their duration, or during the first six months, whichever is the shorter.
- In circumstances where a decision not to confirm appointment is a likely outcome either during or at the end of a probationary period, the employee must have been warned at the review stages that this is a likely outcome if the required improvement was not forthcoming. In addition, the following procedure must be followed:

### **Step 1: Statement of grounds for action and invitation to meeting**

The Headteacher should provide the employee with a written statement which sets out the alleged conduct, underperformance, or other circumstances which are leading the Headteacher to contemplate not confirming the appointment of the employee, and invite them to attend a meeting to discuss the matter. The

employee should be given five working days notice of the meeting and offered the right to be represented by a trade union representative or work colleague.

### **Step 2: Probationary review meeting**

This meeting must take place before any action is taken. If the employee fails to attend this meeting without reasonable explanation, it may be held in their absence. After the meeting, the Headteacher must inform the employee of the decision and confirm this in writing, providing notification of the right to appeal against the decision to the Chair of Governors if they are not satisfied with the outcome.

If the decision is to dismiss the employee on the grounds of an unsatisfactory probationary period, the employee is entitled to receive the appropriate payment in lieu of notice.

### **Step 3: Appeal**

If the employee wishes to appeal, they must inform the Headteacher in writing within five working days of receipt of the written confirmation of the decision. If the employee wishes to appeal, they should be invited to attend a further meeting with the Chair of Governors. If the employee fails to attend this meeting without reasonable explanation, it may be held in their absence.

The appeal meeting need not take place before the dismissal takes effect. After the appeal meeting, the Chair of Governors must inform the employee of the final decision.

The right to representation by a trade union representative or work colleague applies for this meeting.

***NB. Please note that the decision to dismiss can only be taken if the probationary period still applies (i.e. either within the first six months of appointment, or longer where the probationary period has been extended).***