

INDUCTION/PROBATION FOR SUPPORT STAFF

Introduction

The six months probationary period enables the Isle of Wight Council to determine whether or not a new employee is suitable for the post to which they have been appointed.

The procedure applies to new entrants to the Council's service appointed to permanent posts and to all temporary employees engaged on contracts of three months or longer duration. This is essential as a temporary contract may be extended or the employee may obtain a permanent position with the Council. The time in the temporary contract will count towards the six months probationary period.

In order that decisions about suitability of employees can be made, it is essential that Headteachers follow the timescales within this procedure. During the probationary period, the employee is responsible for demonstrating his or her suitability for the post. The Headteacher is responsible for the guidance and training, where necessary, of the employee and by the end of the probationary period the employee must demonstrate the capability to work to acceptable standards of performance without requiring an undue level of supervision.

Procedure

The Headteacher will assess the performance of each new employee after two and four months service. Written confirmation of the employee's appointment will be issued once the probationary period has been satisfactorily completed. In the event of unsatisfactory performance which requires measures to be taken more quickly than provided within the procedure, Headteachers should take appropriate action including dismissal at any time during the six month period.

After two months

Assessment of performance will be made using the job description and person specification. Performance should be assessed under the following headings;

- quality of work
- quantity of work
- flexibility
- customer care
- conduct
- reliability
- attendance and timekeeping
- any other key areas relating to the job requirements

An informal meeting with the employee should be held after two months to discuss the employee's work performance, highlighting achievements and areas for development or improvement and determining what further guidance and support the employee requires during the remainder of the probationary period.

The employee should be given reasonable notice of the interview and the Headteacher should complete part A of the probation assessment form confirming that the employee completed the School's induction. The probation assessment form should also be seen and signed by the employee. Where there have been areas of concern but the Headteacher has not recommended dismissal, the employee must be made aware of these, reminded of the standards expected and advised as to how the required level of improvement may be achieved during the next two months prior to the four months assessment. The employee should be advised that if a satisfactory standard is not reached after four months or by a specified period, a possible outcome could be dismissal. This should be confirmed in writing to the employee outlining where improvements need to be made.

After four months

The employee's performance should continue to be monitored during the third and fourth months of employment. Section B of the probation assessment form should be completed at the four month meeting. If performance has matched or exceeded job requirements, the Headteacher should meet the employee and inform him or her that their probation appears to be going well. The relevant box in Section C of the probation assessment form should be ticked.

If the employee's performance has proved unsatisfactory and dismissal is being recommended, the Headteacher should complete the relevant box in Section C of the probation assessment form. Where the employee's performance had previously been satisfactory but has recently deteriorated, the Headteacher can recommend an extension to the probationary period (see below). The relevant box in Section C should be ticked. In these last two instances it is recommended that Headteachers should discuss this with Education Personnel Section before making a final decision.

After six months

A final decision regarding the probationary employee's service must not be taken until the six months have been completed. If the employee's performance has been satisfactory, the Headteacher will ask the Education Personnel Section to confirm the employee's probation period is satisfactory, in writing, by completing the relevant box in Section D of the probation assessment form and sending the form to the Education Personnel Section. The probation assessment form will be retained on the employee's personal file.

Unsatisfactory employee performance

Where an employee's performance gives rise to concern at any time during the six month period, this should be discussed with the employee as soon as possible and at the two and four month meeting. If termination is being recommended by the Headteacher, the employee should be given the right to have a trade union representative or work colleague present at the meeting to observe and clarify any procedural issues.

The employee should be informed both verbally and in writing that termination on the grounds of unsuitability will be recommended and the reasons. The recommendation should be forwarded to the appropriate committee of the Governors together with a copy of the probation assessment form and any other relevant correspondence. **Only the Governors have the power to dismiss the employee. The Headteacher can recommend the dismissal but cannot effect it.** The Governors will interview the probationary employee, consulting the Headteacher if necessary, and will make a final decision regarding the employee's appointment. If the decision is taken to terminate the employee's contract of employment, the notice period will commence from the date that the recommendation is confirmed. The probationary employee has no right of appeal against the Governors' decision.

Extension of probationary period

If the Headteacher is unable to make a decision about the probationary employee after four months service, it may be appropriate, after seeking advice from the Education Personnel Section, to extend the probationary period. The relevant box in Section C of the probation assessment form should be ticked.

Extensions are most appropriate where the employee has not been performing satisfactorily but it is considered that a further period of probation may adjust performance or where, through the absence of either party, the Headteacher has not had sufficient time to assess performance.

In consultation with the employee, probationary periods may be extended for a period not exceeding three months beyond the initial six months. If the employee does not agree to the extension the Headteacher should decide on the appropriate course of action, for example recommending dismissal or extension of the probationary period at management discretion. If the extension relates to unsatisfactory performance, the Headteacher should inform the employee in writing what standards of performance are required, when performance will be reviewed and that if standards are not met dismissal could be a possible outcome. The Education Personnel Section must be informed of any extension of probationary periods.

If, at the end of the extended probationary period, performance has proved satisfactory, the employee will be informed verbally of the decision and the appointment will be confirmed in writing by the Education Personnel Section.

If the performance remains unsatisfactory then a recommendation to dismiss should be made following the procedure set out above.

CONFIDENTIAL

ISLE OF WIGHT COUNCIL

DIRECTORATE OF EDUCATION AND COMMUNITY DEVELOPMENT

PROBATION ASSESSMENT FORM FOR SUPPORT STAFF

1. Name:
 2. Place of employment:
 3. Date appointed:
 4. Post at present occupied:
 5. Salary Grade:
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Form to be completed at 2 month and 4 month probation meetings and at any other meeting regarding probation between the manager and employee.

This form should be used to prepare for and record assessment interviews and outline decisions about employees during their probation period.

Preparation:

Please assess the employees performance using the following headings, and using the job description, person specification and attendance record for guidance.

- quality of work
 - quantity of work
 - flexibility
 - customer care
 - conduct
 - reliability
 - attendance and timekeeping
 - any other key job requirements
-

Section A - Record of probation interview(2 months)

Please complete at or shortly after the 2 month meeting. Please ensure that the employee signs the form and makes any comments in the relevant section.

What specific points *(if any)* were brought to the employee’s attention?

What observations/comments did the employee make?

What arrangements *(if any)* have been made for training, guidance or close supervision in order that the employee may achieve the required standards?

Any additional employee remarks *(to be completed by the employee)*:

I confirm that I have completed the School’s induction procedure and my probation interview took place on(date)

Employee’s signature..... Date.....



Section B - Record of probation interview (4 months)

To be completed at or shortly after the 4 month meeting. Please ensure that the employee signs the form and makes any comments in the relevant section.

What specific points (*if any*) were brought to the employee's attention?

What observations/comments did the employee make?

What arrangements (*if any*) have been made for training, guidance or close supervision in order that the employee may achieve the required standards?

Any additional employee remarks (*to be completed by the employee*):

I confirm that my probation interview took place on(date)

Employee's signature..... Date.....

Section C (normally completed after 4 month meeting)

Please tick one box

1. I advised employee that probation appears to be going well and arranged final review meeting for..... (6 months).

2. I advised employee that performance is unsatisfactory and that lack of improvement in the next 2 months could result in decision to terminate employment.
Final review meeting arranged for (6 months).

3. I advised employee that there are currently concerns about performance and that probation period should be extended by - months to.....
Next review meeting has been arranged for (6 months).

Signed.....Dated.....

Section D (normally completed after 6 month meeting or at the end of an extended probation)

Please tick one box

The employee’s probationary service is satisfactory and I have advised the employee accordingly.

(Please send this and previous assessment forms to the Education Personnel Section)

The employee’s probationary service is unsatisfactory and I have informed the employee that I would be recommending their termination of employment.

(Please send this assessment form and any relevant correspondence to the Education Personnel Section).

Signed.....Dated.....