



The right support, at the right time

Probationary Period for Staff Policy

Author	Mrs Emma Rennie-Gibbons
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This policy sets out the procedures and responsibilities for Probationary Period at the Leading Futures Alternative Provision.

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1. Purpose of the Policy

The purpose of this policy is to outline the probationary arrangements for teachers, tutors and support staff employed within the Alternative Provision. The probationary period allows both the employee and the organisation to assess suitability for the role, ensure alignment with expectations, and confirm that the individual can meet the professional and safeguarding standards required.

2. Duration of Probationary Period

All new staff will be subject to a **six-month probationary period**, calendar months, commencing on their first day of employment. This period may be extended at the discretion of the organisation if further time is required to assess suitability.

3. Requirements During the Probationary Period

During probation, staff are expected to:

- Demonstrate punctuality and good attendance.
- Fulfil all aspects of their role to the required standard.
- Complete all lesson planning, preparation, and administrative tasks within agreed time frames.
- Act in accordance with the organisation's safeguarding policies, professional standards, and code of conduct.
- Complete the induction checklist and all required reading and training to support their role.
- Engage positively with colleagues, learners, and other stakeholders.

4. Expectations of Conduct & Professionalism

All staff are required to:

- Maintain the highest standards of professional behaviour and integrity at all times.
- Respect confidentiality and handle sensitive information appropriately.
- Adhere to safeguarding policies, reporting any concerns immediately in line with procedures.
- Demonstrate positive role-modelling for learners, upholding boundaries and maintaining appropriate professional relationships.
- Treat all learners, parents/carers, colleagues, and stakeholders with respect, fairness, and dignity.
- Avoid any behaviour, language, or actions that may bring the organisation into disrepute.
- Comply with all relevant policies, procedures, statutory requirements, **and the Professional Standards for Teachers, ensuring their practice meets these standards at all times.**

Failure to meet these standards may result in disciplinary action, failure of the probationary period, or dismissal.

5. Probation Review Meetings

To support staff during their probation, formal review meetings will be held:

- **Initial Meeting (within first 2 weeks):** To review the induction process, clarify role expectations, and address any immediate questions or concerns.
- **Mid-Point Review (around 12 weeks):** To provide feedback on performance, highlight areas of strength and development, and set clear targets where improvement is needed.
- **Final Review (around 24 weeks):** To assess overall performance during probation, confirm suitability for the role, and decide on one of the following outcomes:
 - Successful completion of probation and confirmation in post.
 - Extension of the probationary period (with clear targets and timeframe).
 - Termination of employment if standards have not been met.

Additional review meetings may be arranged at any time during probation if concerns arise about performance, conduct, or suitability for the role. Employees will also have regular line management meetings to support the employee's progression and development within their role.

6. Reasons for Failing Probation

An employee may be deemed unsuccessful in their probationary period for reasons including (but not limited to):

- Poor punctuality.
- Poor attendance.
- Inability or unwillingness to fulfil the requirements of the role.
- Unsuitability to the role or misalignment with organisational values.
- Failure to meet planning or teaching expectations.
- Failure to complete assigned tasks.
- Behaviour that is unprofessional, inappropriate, or unacceptable.
- Safeguarding concerns.
- Any other reason deemed sufficient to demonstrate that the employee is not suitable to continue in the role.

7. Dismissal During Probation

During the probationary period, the employment relationship may be terminated:

- **With Notice:** Either party may terminate the contract by providing the notice period specified in the contract of employment.
- **Without Notice:** The organisation reserves the right to dismiss without notice in cases of poor performance, misconduct, breach of safeguarding responsibilities, gross misconduct, or any of the reasons listed in Section 6.

8. Sick Pay Entitlement

Sick pay entitlements will be provided in accordance with company policy and statutory regulations.

- During the probationary period, employees are entitled only to **Statutory Sick Pay (SSP)**, if eligible.
- Employees are **not entitled to contractual (company) sick pay** until successful completion of their probationary period.
- Staff should refer to the **Staff Absence Policy** for full details.

9. Review and Confirmation of Employment

At the end of the probationary period, a review meeting will be held to confirm whether the employee has:

- Successfully completed probation and will be confirmed in post.
- Had their probation extended (with clear targets and timescales).
- Failed probation, in which case employment will be terminated, with or without notice.

10. Policy Review

This policy will be reviewed regularly to ensure it remains aligned with organisational requirements, safeguarding responsibilities, and statutory guidance.

Annex A: Probation Review Form Template

Employee Name: _____

Job Title: _____

Start Date: _____

Date of Review: _____

Review Stage: ☐ Initial ☐ Mid-Point ☐ Final ☐ Additional

1. Manager Notes

(General observations about the employee's performance, conduct, and integration into the team.)

2. Strengths

(Examples of positive contributions, good practice, or areas where expectations are being met/exceeded.)

3. Areas for Improvement

(Specific concerns or aspects of performance/conduct that need development.)

4. Targets and Support

(Clear objectives to be achieved before the next review, along with any support, training, or resources to be provided.)

- Target(s): _____
- Support/Training to be provided: _____
- Timescale for completion: _____

5. Outcome of Review

- ☐ Satisfactory progress – continue probation
- ☐ Further improvement required – review again at agreed date
- ☐ Extend probation until: _____
- ☐ Probation failed – recommend termination of employment

6. Signatures

Manager Name & Signature: _____ **Date:** _____

Employee Name & Signature: _____ **Date:** _____

Annex B: Probation Extension Agreement Template

Employee Name: _____

Job Title: _____

Start Date: _____

Original Probation End Date: _____

Date of Extension Agreement: _____

1. Reason for Extension

(Provide a clear explanation of why the probationary period is being extended. For example: insufficient evidence of performance, ongoing concerns, need for further training/support, or absence during probation.)

2. New Probation End Date

The probationary period will be extended until:

New End Date: _____

3. Targets for Improvement

The following targets must be met within the extended probationary period:

- Target 1: _____
- Target 2: _____
- Target 3: _____

4. Support and Monitoring

The organisation will provide the following support/training to assist the employee:

Progress will be reviewed at regular intervals, with a final review meeting held on or before the new probation end date.

5. Consequences of Not Meeting Targets

Failure to meet the above targets or demonstrate satisfactory performance may result in termination of employment at or before the end of the extended probationary period.

6. Signatures

Manager Name & Signature: _____ Date: _____

Employee Name & Signature: _____ Date: _____