

INDUCTION AND PROBATION POLICY

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1. PURPOSE OF THE POLICY

- 1.1 This policy ensures that all new staff are assessed fairly, consistently, and in line with UK employment law.

2. STAFF INDUCTION AND PROBATION PERIOD

- 2.1 The probation period for new staff is 5 months, in which additional support and feedback will be provided. A short extension of up to 2 weeks may be used, provided this does not cross over into 6 months.
- 2.2 Each new employee will be allocated a probation link, usually from the Senior Leadership Team, to lead on this process.

3. THE INDUCTION PROCESS

- 3.1 The purpose of this process is to ensure all new employees understand the organisation, the culture, the people and their role.
- 3.2 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 department and introduction to fellow workers.
 - An overview of the Federation; its strategy, objectives and culture.
 - An explanation of the departmental organisation, the requirements of the job and expectations of the new starter.
 - Training on key systems.
 - An overview of key human resource areas.
 - Details of Federation benefits.
 - Introductions with key members of the organisation.
 - Safeguarding and Prevent training.

4. THE PROBATION PROCESS

- 4.1 All new starters will be subject to a minimum 5-month probation period to provide an opportunity to celebrate success and ensure new employees are well supported.
- 4.2 During the 5-month probation period, staff will meet formally with their probation link in order to discuss progress to date.
- 4.3 In most cases, there will be three probation meetings held:
 - Weeks 6-8: early review.
 - Month 3: Mid-probation review.
 - Months 4-5: Final review.
- 4.4 For teaching staff, we will also schedule a coaching observation.
- 4.5 Progress is measured against the relevant targets for the role, which for teaching staff will be:
 - Teaching quality.
 - Behaviour management.
 - Attendance.
 - Safeguarding.
 - Conduct and professionalism.
 - Contribution to the Federation culture.
 - Responsiveness to feedback.
- 4.6 During the probation meetings, feedback will be provided to the employee about their progress towards their targets, and, should there be any problem areas, these will be raised as soon as possible with a view to resolving them. In this case, guidance and support will be given.
- 4.7 Support staff will be measured against relevant targets for the role.
- 4.8 If it is recognised that the employee would benefit from further support, the probation lead may require the employee to attend additional probation meetings.
- 4.9 A probation form will be provided that should be completed providing evidence of how each target 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.
- 4.10 Probation meetings do not replace the usual line management system, so day-to-day issues should be raised as usual within the employee's team.

- 4.11 New employees will begin their probation process using the probation form. Once the probation period is successfully completed, the document will be adapted into a Performance Review (PR) record, which will remain in place until the annual PR cycle begins the following 1 September. Additional PR targets may be added at this stage.

5. IRREGULARITIES DISCOVERED DURING THE PROBATIONARY PERIOD

- 5.1 If, during an employee's probation, it is suspected or established that the employee does not have the qualifications, experience or knowledge they claimed to have at the time of recruitment, the matter will be discussed with the employee to establish the facts. If the evidence suggests that the employee misrepresented their abilities in any way, the Federation will terminate the employment giving notice in line with the contract of employment, and the notice may be paid in lieu.

6. END OF PROBATION

- 6.1 Towards the end of the probationary period, the probation lead will conduct a final review of the employee's conduct, performance and suitability for the job. This will, wherever possible, involve a meeting with the employee.
- 6.2 If the employee's conduct or performance is satisfactory, they will be written to, confirming their appointment.

7. EXTENDING PROBATIONARY PERIODS

- 7.1 The Federation reserves the right to extend an employee's period of probation at its discretion. In most circumstances this will be limited to one extension of two weeks.
- 7.2 An extension may be implemented in circumstances where the employee's performance during probation has not been entirely satisfactory but it is thought likely that an extension to the probationary period may lead to an improvement.
- 7.3 The following will be made clear to employee:
- the reason for the extension, and, if the reason is unsatisfactory performance,
 - details of how and why performance has fallen short of the required standards.
 - the performance standards or objectives that the employee is required to achieve by the end of the extended period of probation.
 - any support, for example further training that will be provided during the extended period of probation.
 - that, if the employee does not fully meet the required standards by the end of the extended period of probation, their employment will be terminated.

8. TERMINATION OF EMPLOYMENT

- 8.1 If an employee's conduct or performance while on probation has been unsatisfactory (despite support) and it is thought unlikely that further training or support would lead to a satisfactory level of improvement, the employment will be terminated at the end of the period of probation.
- 8.2 It is generally the Federation's policy to allow the employee to complete the designated period of probation rather than terminating the employment before the probation has come to an end. This is to give the employee a full opportunity to come up to the required standards. If, however, there is clear evidence prior to the end of the period of probation that suggests the employee is wholly unsuitable for the role, the employee's contract may be terminated early.
- 8.3 Where a decision is taken to terminate an employee's employment, the employee, should, wherever possible, be invited to a meeting and informed of the reason for the termination. The Federation will then write to the employee confirming the termination and the reason for it.

9. ECTs

- 9.1 ECTs will be subject to probation, which will run alongside their induction. Please refer to the Federation Staff ECT Induction Policy for information on how we aim to give ECTs the best possible start in the teaching profession.