

NORTHAMPTONSHIRE COUNTY COUNCIL

SCHOOL SUPPORT STAFF - PROBATIONARY SERVICE

1. INTRODUCTION

- 1.1 All new appointments to NJC terms and conditions are subject to completion of a 6 months probationary period. On completion of the probationary period the employment contract is confirmed.

2. PROCESS

- 2.1 It is critical that new members of staff are given appropriate induction and skills training in order that they are able to fully function in their role.
- 2.2 During training it is important staff are aware of their responsibilities and duties and it is clear they have understood the training provided.
- 2.3 At monthly interviews a review meeting should take place to establish whether satisfactory progress has been made and whether further training interventions are necessary. Even where there are no, or insignificant concerns over performance it is important these review meetings are scheduled and take place.
- 2.4 If it is apparent satisfactory progress is not being made clear then the areas of improvement need clearly identifying as do strategies to seek improvement. It is helpful, but not essential, that both parties agree the areas of concerns and what needs to be done.
- 2.5 If by the fourth review meeting it is apparent progress is still poor then the member of staff should be formally warned that satisfactory completion of the probationary period is in doubt. Should the manager be aware this is the likely outcome of the meeting the member of staff should be provided with the opportunity of being accompanied by a friend or trade union representative.
- 2.6 Every effort should be made to support a member of staff in such a situation and account may need to be taken of personal circumstances (eg bereavement). Consideration should also be given to extending the probationary period if it is felt this may have an impact.
- 2.7 Should performance still be unacceptable by the fifth review meeting then the member of staff should be told that their contract of employment will not be confirmed, again they should be given the opportunity of being accompanied by a friend or trade union representative.
- 2.8 There is a right of appeal against this decision which will normally be dealt with by the Headteacher within 10 working days of the decision. If the deciding officer is the Headteacher then the appeal will be to the Chair of Governors.