

GLC PROBATION PROCEDURES

This Policy was ratified by the Board of Directors on :	Summer 2026
This Policy will be reviewed by the GLC Finance Committee on	Summer 2028

GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

GLC Probation Procedures

1. Introduction

- 1.1 This procedure sets out how probationary periods of service will be managed.
- 1.2 Probation is a period that allows both the line manager and the employee to assess objectively whether the new recruit is suitable for the role, taking into account the individual's overall capability, skills, performance and general conduct in relation to the job.
- 1.3 All new employees' performance will be supported, monitored and assessed through the Appraisal procedure to ensure that they are able to fulfil their new role and responsibilities. The probationary process will run alongside the GLC Appraisal procedure and will include ensuring that new employees are provided with appropriate induction, training and support to enable them to properly carry out their duties and tackling any problems as and when they arise.
- 1.4 The following will be made clear to new employees at the outset of the probationary period:
 - job role / tasks, including any specific responsibilities;
 - any required standards of performance e.g. Teachers', HLTA and any other relevant Standards;
 - required standards of conduct and behaviour;
 - their responsibility for their own continuous development.

2. Scope

- 2.1 All new entrants to the employment of this employer will be subject to the satisfactory completion of a 6 month probationary period [unless their appointment arises from a statutory transfer or they are a newly qualified teacher subject to a Statutory Induction Period]. During the probationary period, new entrants will be expected to establish their suitability for the post.
- 2.2 Any employees who are internally promoted or who change their role will not be covered by this procedure.
- 2.3 The contract will either be confirmed, terminated or extended at the end of the probationary period, subject to notice requirements as set out below [see 4.8 below]. The probation period may be extended beyond 6 months at the employer's discretion [for example where there has been significant absence – see 5 below]
- 2.4 If the employee decides they do not wish to continue in their role at any point during the probationary period they must give notice in line with their contract of employment. The school may decide, at their discretion, to waive this notice requirement.
- 2.5 Minor incidents of misconduct will normally be dealt with as part of the probation procedure. Other more serious or recurring disciplinary issues arising during the probationary period will be dealt with under the Disciplinary Procedure.

During the probationary period, whilst the principles of reasonableness and natural justice reflected in the Disciplinary Procedure and the ACAS code will apply, it may be appropriate to foreshorten procedures, processes and relevant timescales, depending on the individual circumstances of each case. Any such conduct issues will be taken into account when assessing overall suitability as part of the probationary process.

3. Roles and Responsibilities

- 3.1 The probation procedure will be operated by the employee's line manager.
- 3.2 A decision to confirm, or not to confirm, the appointment at the end of the probation period will be taken by the Head of School.
- 3.3 Any appeal against non-confirmation of appointment will be heard by a GLC Dismissal Appeals Panel. A "panel" can be a single individual or any number of individuals from the relevant group.

3.4 All employees are expected to perform to the highest possible standards, to take responsibility for their own learning and development and to co-operate with strategies to support them.

4. **The Probationary Procedure**

The procedure is summarised at Appendix 1.

4.1 The employee's line manager will monitor and review performance on a day to day basis and through the Appraisal process. Formal probation reviews with the employee will take place at the following intervals after commencement of employment:

Support Staff: 8 working weeks; 16 working weeks; 24 working weeks - Final Review Meeting

In the case of teachers, such reviews will take place at the end of each half term/term.

Interim meetings may be held as necessary. Informal discussions may also take place throughout the probationary period in addition to the formal review meetings.

Review meetings may be deferred where there have been significant periods of absence [e.g. sickness/family related leave]. Such periods of absence will, however, be taken into account, where relevant, when assessing whether attendance has been satisfactory during the probationary period. Where appropriate, the Trust may decide to manage periods of sickness under the Sickness Absence Management Procedure. Any entitlement to sick pay during the probationary period will be set out in the contract of employment. An employee may be subject to different review timescales under a contract of employment supported by an Apprenticeship Agreement.

4.2 The outcome of all meetings will be recorded and a copy given to the employee [The form can be found at Appendix 2].

4.3 The following matters will be discussed at each review meeting:

- performance against appraisal objectives;
- performance against any relevant Standards;
- general competence, conduct, attitude/behaviour;
- attendance;
- training and support provision and needs.

4.4 An employee's contract will either be confirmed or terminated by the end of the 6 month probationary period, subject to contractual notice requirements. Probation periods may only be extended in exceptional circumstances [see section 5].

4.5 If there is clear evidence, at an earlier stage, to suggest that the employee is wholly unsuitable for the role or incapable of performing the role [whether as a result of their conduct or lack of competency], and it is clear that further training or support is unlikely to alter the situation, the contract may be terminated at any point prior to the end of the probation period. In this case, the employee will be invited to attend a meeting to confirm that they have failed to successfully complete their probationary period [as set out in 4.8.2 below] and the employee will normally be given notice pursuant to their contract of employment.

4.6 Where the contract is confirmed, employees will be subject to the capability and disciplinary procedures as appropriate. Their performance will continue to be supported through the Appraisal procedure.

4.7 At any point where the employee's progress is unsatisfactory in any respect:

- they will be advised of the areas where improvement is required;
- appropriate support will be identified;

- the employee will be advised that failure to improve could result in non-confirmation of appointment.

4.8 24 week review

The final review meeting will be with the Head of School and the line manager [where they are not the Head of School] and the employee. At least 5 working days' notice will be given of this meeting.

4.8.1 Successful probation period

Where progress has been satisfactory, the probation period will be formally signed off. A letter will then be sent to the employee informing them that they have successfully completed their probationary period and confirming their appointment.

4.8.2 Unsuccessful probation period

Where an employee's progress has not been satisfactory, the employee will be formally invited in writing to the 24 week review meeting with the Head of School [or in the case of the Head of School, the CEO].

Prior to the meeting the line manager should compile relevant documentation evidencing the concerns, actions taken and procedures followed and provide this to the employee with the meeting invitation letter, at least 5 working days in advance of the meeting.

The employee has a statutory right to be accompanied at this meeting by a trade union representative, an official employed by a trade union or work colleague. Employees are requested to confirm their attendance and the name of their companion at least 3 working days before the meeting. Trade union representatives who are not employed officials must have been certified by their union as being competent to accompany an employee. Requests to be accompanied must be clearly communicated to the manager allowing adequate time for them to deal with the companion's attendance at the meeting. The request should be made in advance of the meeting providing the name of the companion and whether they are a fellow worker or trade union official or representative.

If an employee wishes to be accompanied by a person who is not a work colleague, an official employed by a trade union or trade union representative, they must seek permission from the employer in advance. All such requests will be given reasonable consideration and whether permission is granted will be entirely at the discretion of the employer.

Employees are responsible for making their own arrangements for their chosen companion to attend the meeting. When considering their choice of companion, employees should bear in mind the practicalities of such arrangements and seek to identify a suitable, willing companion who is available to attend the meeting. All requests to be accompanied must be reasonable, which will depend on the circumstances of each individual case.

The companion will be allowed to address the meeting to put and sum up the employee's case, respond on behalf of the employee to any views expressed at the meeting and confer with the employee during the meeting. The companion does not, however, have the right to answer questions on the employee's behalf, address the meeting if the employee does not wish it or prevent the employer from explaining their case.

At the meeting the Line Manager will set out where progress has been insufficient, with reference to previous review meetings. The employee will be given an opportunity to make representations verbally and/or in writing.

The Head of School will, at the end of this meeting, make a decision to either:

- Confirm appointment [See 4.8.1 above];
- Extend probation [See 5. Below];

- Not confirm the appointment and terminate the contract. Notice will be given in line with the employment contract or, where the contract allows, the contract may be terminated immediately and payment in lieu of notice made
- In cases of gross misconduct or incompetence, an employee's contract will be terminated without notice.

The decision will be confirmed in writing within 5 working days of the date of the meeting. Where the decision is non-confirmation the letter will give notice [where applicable] of termination of employment and the right of appeal.

Where the Head of School considers it appropriate, the employee may be redeployed to other duties during the period of notice or not required to attend for work.

4.8.3 Appeals

Employees have the right of appeal against a decision to terminate their contract. Any appeal must be lodged in writing within 5 working days of receipt of the letter of notice of termination of employment. The employee may provide written evidence in advance of the appeal meeting.

- All appeals will be heard by the Dismissal Appeals Committee.
- The employee will be given at least 5 days' notice of the appeal meeting.
- The appeal panel will be provided with a copy of the paperwork referred to during the original hearing, and minutes of the meeting, the outcome letter and appeal letter.
- The decision of the Dismissal Appeals Committee will be confirmed in writing and will be final.

5. Extensions to Probationary Periods

5.1 Extensions to the probationary period will normally only be granted at the final review meeting where the employee has been absent for a considerable amount of time during the probationary period and therefore has been unable to demonstrate their suitability for confirmation of appointment. There may also be occasions where additional training and support are required to improve performance and a longer period is necessary to assess the impact of such additional support. Where appropriate, reasonable adjustments will be considered for employees with disabilities.

5.2 The decision to extend will usually be made at the final review, but may be made earlier where appropriate.

5.3 Extensions will not normally exceed an additional 12 weeks.

5.4 If an extension to the probationary period is agreed, the Trust will confirm the terms of the extension in writing to the employee, including:

- the length of the extension and the date on which the extended period of probation will end;
- 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; and
- a statement that, if the employee does not meet fully the required standards by the end of the extended period of probation, their employment will be terminated.

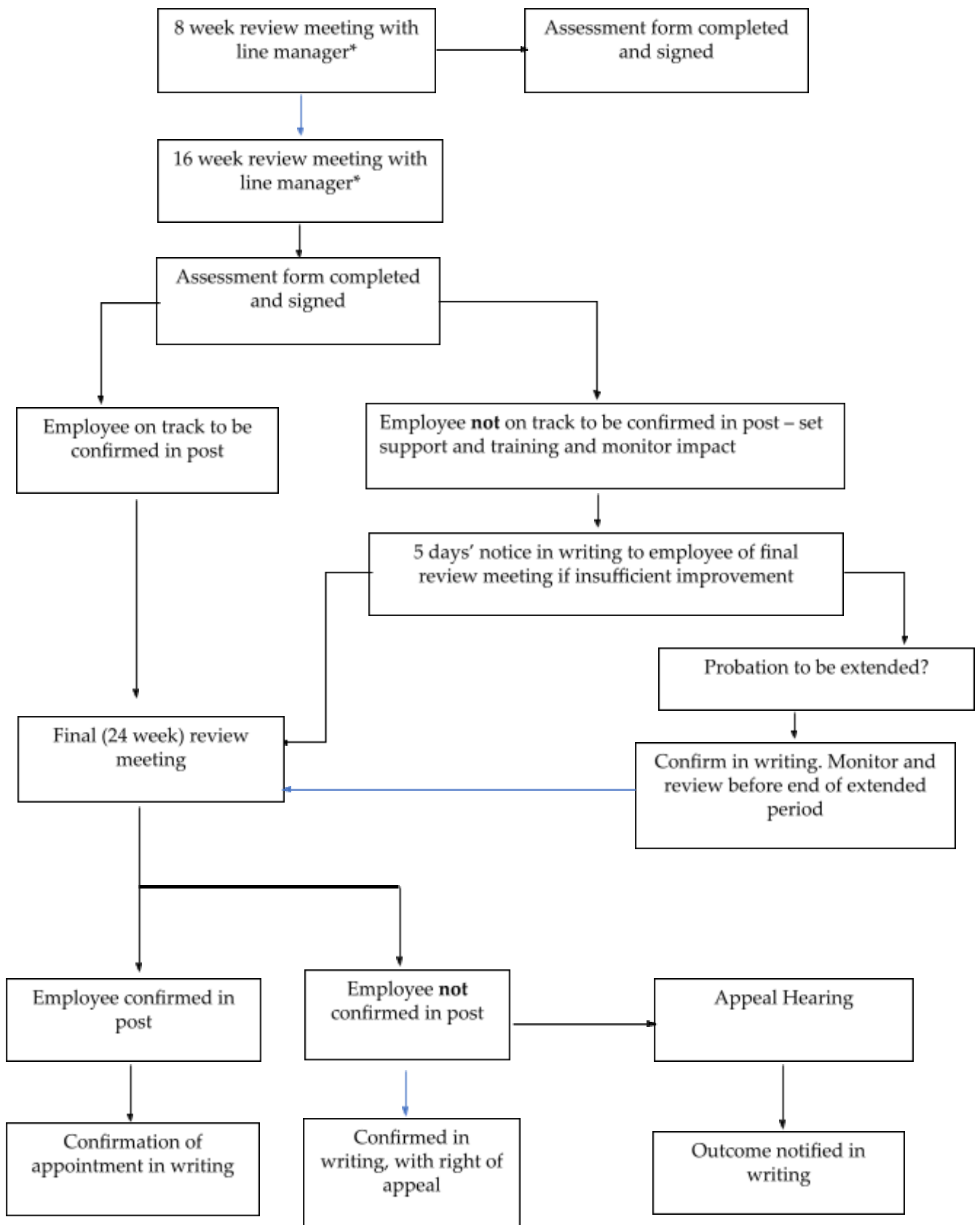
6. Records and Data Protection

- 6.1** A written record of all meetings conducted under this procedure will be made, either by the person holding the meeting or by an alternative person arranged to take notes. The Trust processes any personal data collected during the probationary procedure in accordance with its data protection policy.

Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the probationary procedure. On the conclusion of the procedure, data collected will be held in accordance with the Trust's retention schedule. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Trust's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

Appendix 1 Summary Probation Procedure

*If there is clear evidence to suggest the employee is wholly unsuitable for the role/incapable of performing the role at an earlier stage, the contract may be terminated prior to the end of the probationary period (see 4.5 in the procedure).



Staff Probation Review Form - 8 Week Review

Employee's Name	
Job Title	
Line Manager	
Start Date	

To be completed by the line manager in discussion with the employee.

	Improvement Required	Satisfactory	Good	Excellent
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility of approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Details of any areas for development:

Actions to be taken and by whom, and when:

Summary of the employee's performance and progress over this period:

Have the objectives, as outlined in the job description, been met for this period of probation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, what further action is required?	
		Review Date	
Have the training/development needs identified	<input type="checkbox"/> Yes <input type="checkbox"/> No		

during induction been addressed?		
Employee's Signature		
Manager's Signature		
Date		

SECOND REVIEW (16 WEEKS)

Employee's Name	
Job Title	
Line Manager	
Start Date	

To be completed by the line manager in discussion with the employee.

	Improvement Required	Satisfactory	Good	Excellent
Job Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality and accuracy of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct and behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility of approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Has the employee met the targets set in the last review? Please give details to explain.

--

Details of any further areas for development:

--

Actions to be taken and by whom, and when:

--

Summary of the employee's performance and progress over this period:

--

Have the objectives, as outlined in the job description, been met for this period of probation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, what further action is required?	Review Date
Have the training/development needs identified for this probation period been addressed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Employee's Signature			
Manager's Signature			
Date			

FINAL REVIEW (24 WEEKS)

Employee's Name	
Job Title	
Line Manager	
Start Date	

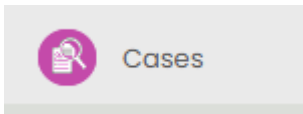
To be completed by the line manager in discussion with the employee.

	Improvement Required	Satisfactory	Good	Excellent
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility of approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the objectives, as outlined in the job description, been met for this period of probation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please provide details below:		
Have the training/development needs identified for the probationary period been addressed?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Summarise the employee's performance and progress over the period				

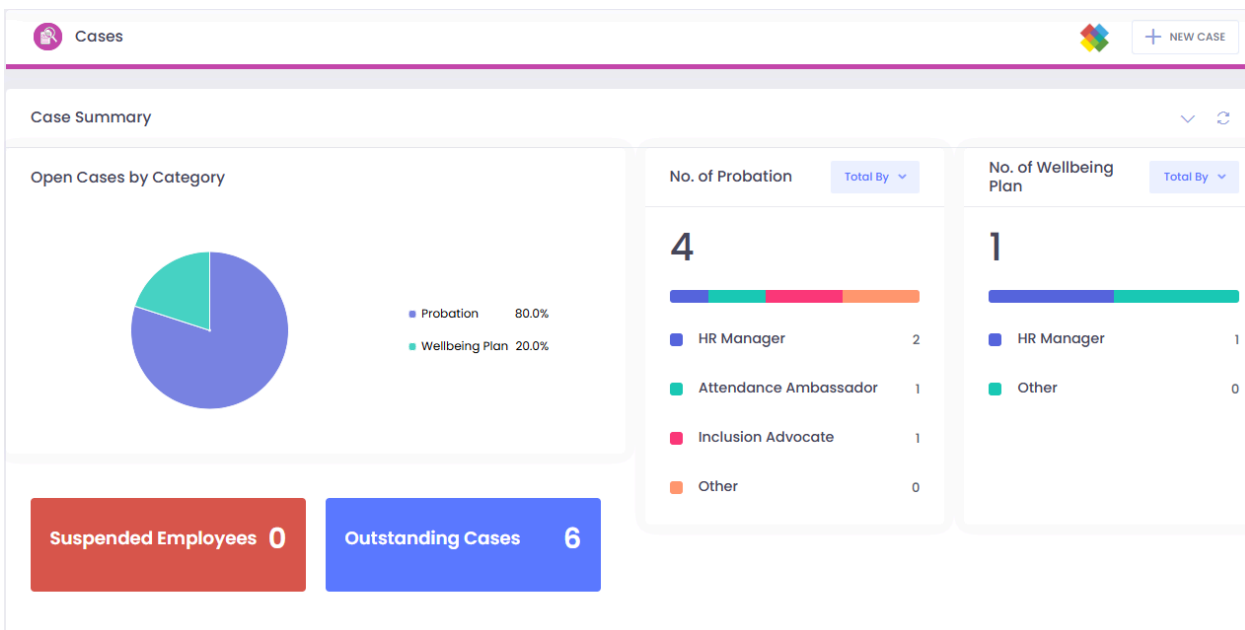
Is the employee's appointment to be confirmed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please provide reasons below and summarise what action has been taken to address the difficulties which have arisen during the probationary period.		
Should the employee's probationary period be extended?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide reasons and, where appropriate, specify any areas of improvement required and how these will be monitored.		
Length of extension (if applicable)		
New probation completion date (if applicable):		
Employee's Signature:		
Manager's Signature:		
Date:		

Appendix 3 Probation Cases - Helpsheet

To access Cases you will need to have the below icon on your menu bar on SAM People



Once accessed this will open the case summary page. You should only be able to view probation cases of those who you line manage.



Scroll past the top part of this page and select the 'New Case' Icon on the left hand side of the page.



This will open up the Create New Case box. Input all details here:

- Select name of employee on probation
- Select contract - contract should automatically default unless there is more than one contract in place
- Select case type as probation
- Case Manager is the line manager or person completing the probation
- Start date should be the date the probation started

Create New Case ✕

Case Details Attachments

Employee: ▼

Contract: ▼

Case Type: ▼

Case Track: ▼

Case Sub Type: ▼

Case Manager:

Link To Case:

Start Date:

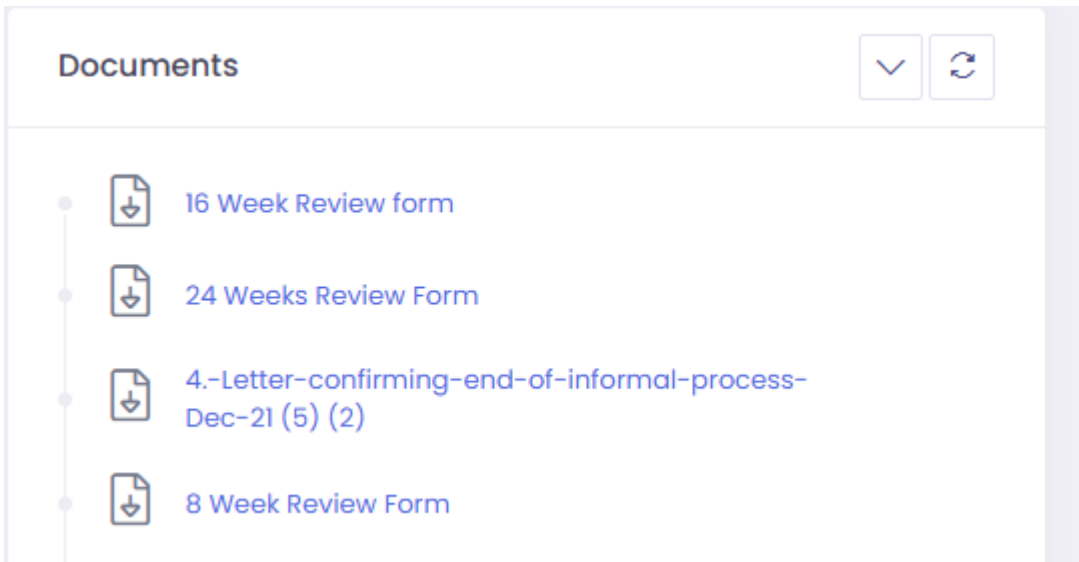
Safeguarding Case:

Once the new case has been created this will sit under the Case summary page. To access the case select the 3 action dots and view case

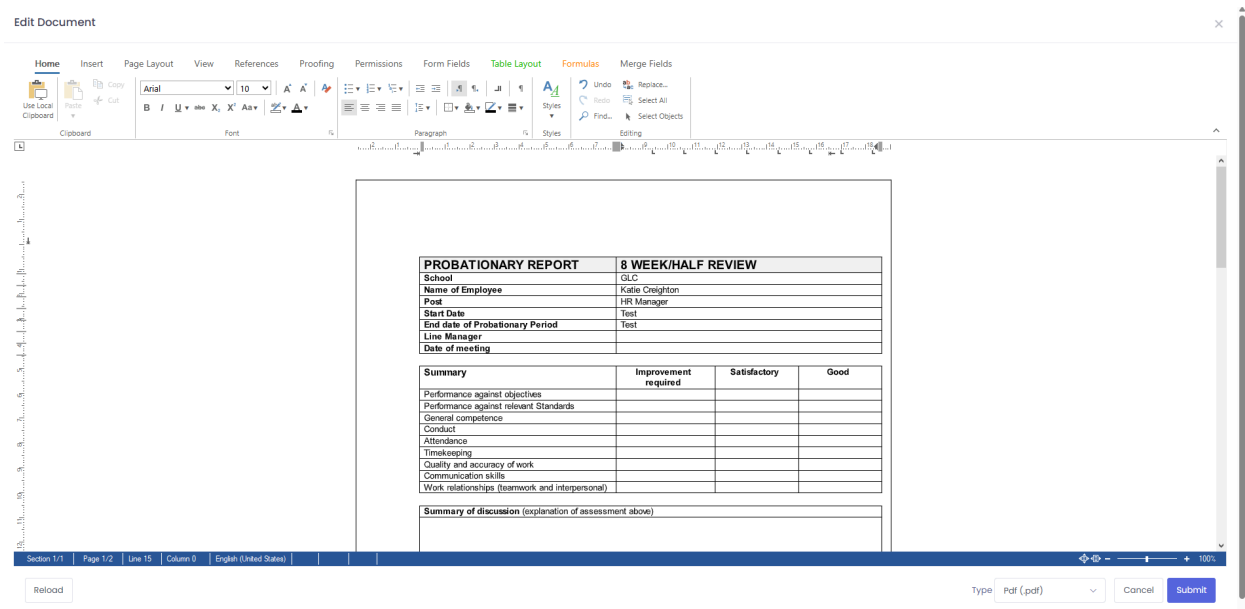
+ NEW CASE
Employee Relations
Absences
Show Closed Cases

#	Employee	Created	Type	Sub Type	Tags	Assigned To	Status	Outcome	Actions
EC36645	Katie Creighton HR Manager HR The Central Team	07/04/2025	Probation	Probation		Katie Creighton	Open		⋮
EC35430	Katie Creighton HR Manager HR The Central Team	18/03/2025	Wellbeing Plan	Wellbeing		Katie Creighton	Open		<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> View Case Delete </div>

Once the case has opened you will need to select the relevant review form document. These have been pre saved in the documents section on the right hand side



Once a document has been selected this will take you into the Document editor.



To copy and paste anything in to the document select the 'Use Local Clipboard' button



Once the document has been completed you should select the format type before selecting to submit. Suggestion to save as a word document in case the document needs editing.





Select a format type

- Pdf (.pdf)
- Word (.docx)

Type Pdf (.pdf) ▼ Cancel


Once you have submitted the document you can view the document under the Notes/Messages section

Notes/Messages 📁 + ▼ ↻

07/04/2025	8 Week Review Form		Katie Creighton	  
------------	--------------------	---	-----------------	---

10 ▼ Showing 1 - 1 of 1

Here you can edit the document , send to My Activity or delete the entry.


To send to my activity select the arrow 

Complete the MyActivity Request form and save - this will send to the employees My SAM Portal

Create MyActivity Request ✕

Document name:

Action to take:

Action required by: 

Comments:

Cancel Save

The probation review dates will automatically be set in the case based on the date you select for the case start date.

Key Dates [dropdown] [refresh]

- 17/06/2025
8 week Review
- 07/10/2025
16 Week Review
- 24/03/2026
24 Week review

You can set yourself a task to complete the reviews in the Task area

Create Employee Task [close]

Task:

Due By:

User Assigned: [dropdown]

Notes:

[Cancel] [Save]

This will send you an email on the date selected as a reminder . An email will be sent to you until the task has been completed




To complete the task select the 3 action dots and select complete

Tasks



8 week review
07/04/2025



-  Complete
-  Edit
-  Delete

Case Reminders

