



Schedule Probation Meeting Second Review 3 month point

Who	Item
Head Teacher	Opens the meeting and explains the meeting is being held to review the employees progress and to complete the 3 month Review (probationary Assessment Form), that the employee: • is progressing well and there are no areas for concern; or • has achieved some of the required standards for the post but there are areas for development *; • or has not made sufficient progress in the role *; • or has not made satisfactory progress and the probationary period should be terminated early *. <i>* The Line Manager must seek advice from their Human Resources (Provider) in these cases. Where it is recommended that the probation period be terminated early, a meeting will be arranged with the Head Teacher, Human Resources, the Line Manager and the employee as detailed in Non-Confirmation of Probation.</i> Asks the employee to confirm they are in receipt of the invite letter and aware they can be accompanied.
Head Teacher	Ask individuals to introduce themselves, in this order: • Head Teacher • Line Manager • The Employee • A minute taker
Head Teacher	The role of the Head Teacher is review progress and concerns and may refer to notes taken. Reminder to all parties that they must: • conduct themselves in a professional manner, • there should not badgering or bullying or repetition of questions. • All parties should be respected and allowed to speak without interruption.

	- Any questioning should not be aggressive in nature; if any party that fail to act or behave in the appropriate manner may be excluded from the hearing. - The panel must be allowed to examine the presented evidence in a calm and professional manner. - The meeting must not be recorded without the consent of all parties. If it comes to light that the meeting has been recorded without permission it may lead to further/disciplinary action. Any decision should be made after the meeting and fed back to the employee as soon as possible or within 5 working days (excluding school closure) Both parties, starting with the Head Teacher, Line Manager and then Employee or will have the opportunity to present.
Head Teacher	With support from the line manager, discuss with the employee: - What's going well - New or ongoing concerns/issues - Present evidence to substantiate the concerns/issues. - Discuss the required standards of knowledge, conduct and performance that is required within their role. - Discuss any potential training/development needs (Use the probationary assessment form to capture the concerns, discussion and agreed outcome/s)
Employee	Give their feedback/comments on what has been raised to them.
Head Teacher	Asks any questions if necessary for clarification, summarise and agree actions with line manager and employee. Ensure they are captured on the probationary assessment form. Explain a 4½/5 month (Third Review) will take place on (agree a mutual date) and outline what the outcomes maybe by the end of the 5th Month. - is progressing well and there are no areas for concern; or - has achieved some of the required standards for the post but there are areas for development *; - or has not made sufficient progress in the role *;

	• or has not made satisfactory progress and the probationary period should be terminated early *. <i>* The Line Manager must seek advice from their Human Resources (Provider) in these cases. Where it is recommended that the probation period be terminated early, a meeting will be arranged with the Head Teacher, Human Resources, the Line Manager and the employee as detailed in Non-Confirmation of Probation.</i>
Employee	Opportunity to ask any further questions.
Head Teacher	Ends meeting and explains an outcome letter and the probationary assessment form will be sent to the employee as soon as possible or within 5 working days.