**TEACHING STAFF (Unqualified – UPS3)**

**PROBATIONARY REVIEW FORM**

1. **Guidance**

This form should be completed digitally by the line manager with the employee at the first review meeting (within 6 – 8 weeks of employment) and again at a second review meeting (16 – 18 weeks of employment). It can either be completed during or after the meeting, however, all comments recorded within the form should have been discussed within the meeting.

The purpose of the probationary review meeting is to:

* Ensure that staff possess the skills and competencies required of the role.
* Listen to feedback from staff to ensure they are given every opportunity to maximise their potential and succeed in their role.
* Identify any appropriate training and development needs.
* Put in place any necessary and appropriate support mechanisms to facilitate any required improvement.
1. **Form Completion**

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| 1. **Employee Feedback**
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| Employee Name |  |
| Employee Job Title |  |
| School  |  |
| Date of review meeting |  |
| What has gone well and why? |  |
| What has presented you with the most issues? What solutions can be put in place to help address this? |  |
| Is there anything you need that would help you in your role?  |  |

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| 1. **Teachers’ Standards**
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The line manager should complete the following section with reference to the Trust Teachers’ Standards. In discussion with the staff member, please mark the assessment with a cross in the appropriate box. Where the assessment is that improvement is required, please provide commentary regarding the necessary requirements and how this will be supported.

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| **Assessment of Performance** | **Meeting Requirements** | **Improvement****Required (with commentary)** |
| Develop effective professional relationships with colleagues |  |  |
| Set high expectations which inspire, motivate and challenge students |  |  |
| Promote good progress and outcomes by student |  |  |
| Demonstrate good subject knowledge and curriculum knowledge |  |  |
| Plan and teach well-structured lessons |  |  |
| Adapt teaching to respond to the strengths and needs of all students |  |  |
| Make accurate and productive use of assessment |  |  |
| Manage behaviour effectively |  |  |
| Treat students with dignity, building relationships rooted in mutual respect |  |  |
| Meets deadlines (e.g. planning, prioritising, meeting targets) |  |  |
| Attendance and Timekeeping |  |  |

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| 1. **Additional Information**
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| Any additional comments from employee? |  |
| Has any training / development been identified to support progress? |  |
| If applicable, how / when will the training and development be followed up? |  |
| Are there any actions that need to be taken as a result of any of the above? |  |

1. **Next Steps**

The line manager should:

* Please ensure the form is completed digitally and not handwritten.
* Please return the form to HR@girlslearningtrust.org
* Please ensure the employee is copied into the email and receives a copy of the completed form.
* Mark the task as complete in Every to ensure you do not continue to receive email reminders. To do this please:
	+ Login to your EveryHR account.
	+ Go to ‘My Portal’ and select ‘My tasks’.
	+ Select the relevant probationary task and change the ‘status’ from ‘open’ to ‘completed’.
	+ Select save.