**SUPPORT STAFF**

**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 / Trust Department |  |
| Date of review meeting |  |
| Review completed by |  |
| 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. **General Standards**
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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)** |
| Attendance and Timekeeping |  |  |
| Relationship with colleagues (communication, teamwork etc) |  |  |
| Treating students with dignity, building relationships rooted in mutual respect |  |  |
| Meeting deadlines (e.g. planning, prioritising, meeting targets) |  |  |
| Achievement of tasks and objectives to timeframes |  |  |
| Quality of work (i.e. reliability, attention to detail, organisational skills) |  |  |

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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.