**Table 3.3**

Induction and probation form

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| **Name of member of staff being inducted** |  |
| **Name of mentor** |  |
| **Name of team leader** |  |
| **Date** |  |
| **Induction** | |
| **Session One**: our ethos, vision and ways of working (2 hours) | Sign when completed |
| **Session Two**: safeguarding (half day) |  |
| **Session Three**: our curriculum and pedagogy (half day) |  |
| **Session Four**: key person approach, inclusion and behaviour management (half day) |  |
| **Session Five**: partnership with parents (two hours) |  |
| **Probation**  *If anyone has concerns at any point during probation, these should be referred to the manager/headteacher ASAP.* | |
| **End of first week**: your comments |  |
| **End of first week**: your team leader’s comments |  |
| **End of first month**: your comments |  |
| **End of first month**: your team leader’s comments |  |
| **End of probation period**: your comments |  |
| **End of probation period**: your team leader’s comments |  |
| Team leader’s recommendation:   * Pass probation now * Extend probation by another …….. (weeks) to observe improved performance in the following areas (maximum of 2):   1.  2.   * Fail probation (N.B. this can only be selected if concerns about performance have already been referred to the headteacher/deputy and an action plan for support has been in place.)   Any further comments from team leader?  Your comments: | |
| **Targets** (identify support and training opportunities too) in place until the start of the annual performance management cycle (maximum of 2):  1.  2. | |