**Schools Probation Assessment Form**

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| **1st Review (2nd Month)** / **2nd Review (4th Month)** / **Final** **Review(5th Month)** (delete as appropriate) | | | | |
| Headteacher |  | School |  |
| Employee Name |  | Job Title |  |
| Meeting Date |  |

| **Activity** | **Comments on level of ability achieved** | **Employees Comments** | **Planned action for improvement** |
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| Attendance record |  |  |  |
| Commitment and attitude |  |  |  |
| Timekeeping |  |  |  |

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| --- | --- | --- |
| **Overall Assessment of Performance** – Give details if unsuitable or if probationary extension is required. | | |
| Headteacher | |
| Signed |  |
| Date |  |