**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  |       |