

# Staff Induction Policy



JULY 2022

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## Rationale

It is recognised that there is a need to provide support and encouragement for staff.

The policy will be implemented in accordance with agreed aims and other relevant policies including Continuing Professional Development (CPD), Performance Management, Health and Safety and Equal Opportunities.

## Aims

Our priority is to raise standards and improve the quality of education for all our pupils. We believe staff who are well supported and confident in their roles will help achieve this more successfully.

These induction procedures aim to provide all newly appointed staff and those changing role with a programme of structured support and guidance as appropriate to their role to enable them to:

- Integrate successfully into the school
- Consolidate their performance
- Gain experience and develop professional expertise
- Fulfil their job description successfully
- Have opportunities for observation and discussion of their work with senior staff to discuss any difficulties that may be experienced.
- Identify their potential for career development and take advantage of opportunities for CPD
- Have opportunities to join in and contribute to discussions on school policy

## Procedures

**Supply staff** should:

- Be welcomed by the Principal or SLT
- Receive on the first visit a copy of the Staff Handbook
- Be given relevant information on the class, curriculum and daily programme.
- Be contacted by the class teacher and provided with a timetable and lesson plan if the class teacher absence is planned in advance
- Have access to Principal or teaching staff if difficulties arise.

## **Teaching Staff**

All new staff should be given appropriate induction advice, training and resources by the Principal or SLT. This should include:

- National Curriculum documents
- Staff Handbook
- School Brochure
- Policy documents including School Aims and Strategic Plan
- Year group, class schemes of work
- Assessment advice, recording, reporting, resources and procedures.
- Class and set lists, health, safety and personal information.
- Information on whole school and year group resources including ICT
- Timetables
- SEN information.

The Principal will ensure new staff are given a guided tour of the school, identifying locations of resources, procedures, staff and other relevant information.

All new staff will be allocated a mentor to provide advice and support on a daily basis or new role requirement.

New staff have access to the Principal to discuss additional training needs and difficulties they may be experiencing, in addition to Appraisal procedures. An informal discussion at the end of the first month and then half termly during the first year with the Principal will be held to identify and resolve any concerns.

## **Early Careers Teachers**

Induction for Early Careers teachers will be provided, following guidance from the DFE and Induction advice and resources will be provided as for all teaching staff.

Each ECT induction should:

- Match particular development needs, identified during training
- Provide appropriate development related to the teacher's strengths
- Identify targets to be achieved for the first year of teaching
- Provide opportunities for the teacher and ECT Mentor to record agreed targets and an action plan for their achievement, linking the teacher's needs with the Schools Development Plan and targets.

All ECT's will have the opportunity to take part with training organised through the Trust and the local Teaching School Hub. This programme may include opportunities to visit schools to observe good practice, a planned programme of training for curriculum, classroom management and personal development and regular discussions with experienced teachers involved in the programme.

ECT's are allocated a mentor for day to day advice and support.

ECT's teach 80% of the normal teaching week.

ECT's take part in the normal monitoring procedures and are provided with feedback to support assessment and development of the new teacher's practice. Additional supportive observation and feedback is provided by the Principal or SLT. The Principal is available to discuss any additional training needs and difficulties that may be experienced.

### **Non- teaching Staff**

The Principal or SLT are responsible for the induction of all non-teaching staff.

Induction should include

- Introduction to school staff
- The opportunity to shadow a person undertaking a similar job where possible.
- Information on the school with access to the Staff Handbook and policy information
- Timetables and groups list for relevant classes
- Information concerning the child/children for which they are responsible if appropriate
- Information on resources including SEN resources
- Information on assessment, record keeping, the marking policy and the behaviour policy.
- Training in the use of the photocopier and laminator
- Introduction to the computer system
- Health and Safety information
- Information on training opportunities
- Opportunity to comment on policy and practices

All staff will take part in Appraisal procedures.

An informal discussion will be held with the Principal during the first month and thereafter monthly in the first term and provide relevant support.

There will be weekly staff meetings.

### **Administrative Staff**

The Principal is responsible for the appropriate induction advice and training. All new staff will be provided with a named mentor to give support with daily practice and procedures.

Induction information should include:

- Information on the school, including the school brochure and the school aims.
- Policies, resources and procedures
- Health, safety and security information
- Training to implement ICT programmes and school administrative procedures
- Access to confidential information, where appropriate, on children, staff and resources.
- Opportunities to comment on policy and practice.

All staff will take part in Appraisal review procedures.

An induction and review meeting should be held with the Principal at the end of the first month and then monthly during the first term to identify and provide relevant support.

### **Site Supervisor/Cleaning staff**

The Principal in liaison with the Site Manager is responsible for the induction of all site and cleaning staff.

Induction should include relevant information on the school

- The school brochure, access to aims and policies, including Health and Safety and Security issues.
- Relevant information to help them carry out their job description effectively.
- Opportunities to comment on policy and practice

All staff will take part in Appraisal Review procedures.

### **Midday Supervisors and Catering Staff**

The Kitchen Manager is responsible for the induction of Kitchen staff and the Assistant Principal for lunchtime staff.

Induction should include:

- Relevant information on the school, aims and policies.
- Information on Health and Safety, First Aid, security and behavior policies and procedures.
- Relevant information to help them carry out their roles effectively.

All staff will take part in Appraisal Review procedures.

## **Implementation and Review**

This policy will be made known to all staff, parents/carers and governors, and published on the academy's website. Copies are also available upon request from the academy office. This policy will be reviewed every three years or as required.

Written by: Debbie Randall

Agreed by Principal:

Ratified by Governors:

Date: November 2021

Date: November 2021

Date

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All new staff will be allocated a mentor to provide advice and support on a daily basis or new role requirement.

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Induction should include relevant information on the school

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- Relevant information to help them carry out their job description effectively.
- Opportunities to comment on policy and practice

All staff will take part in Appraisal Review procedures.

### **Midday Supervisors and Catering Staff**

The School Business Manager is responsible for the induction of lunchtime staff.

Induction should include:

- Relevant information on the school, aims and policies.
- Information on Health and Safety, First Aid, security and behavior policies and procedures.
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