



Staff Induction Programme Policy

Policy Review dates:

Review Date	Changes made	By whom	Date Shared with staff
10/07			

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Introduction

This policy outlines the programme, which will be used at The Priors school to induct any newly appointed staff and volunteers – both teaching and non-teaching – from October 2007 onwards. The use of the term ‘staff’ in this policy refers to paid staff as well as volunteers

As a school we feel it is important that all staff are inducted into the whole school team. We encourage the philosophy of a ‘whole school approach’ to the life and work of the school. All members of the school community are valued and respected as individuals as well as members of the whole school team. It is important that new members are welcomed into the team, helped to establish their role and position within that team and enabled to grow and develop as individuals as well as team members. It is vital that new staff are given every assistance in settling into school quickly and happily and are helped to gain a knowledge and understanding of the philosophy and ethos of the school, the routines and practices that take place and the way in which the school works. Such induction must begin as soon as possible after staff have been appointed.

Who Supports Newly Appointed Staff?

At The Priors School, the Induction Programme operates under the direction of the Head Teacher who consults regularly with a nominated Trustee who acts as ‘Induction Coordinator’ for newly appointed staff. The Induction Coordinator is there to help, reassure, guide, counsel, inform and listen and is responsible, along with the Head Teacher, for monitoring the progress of newly appointed staff. The Induction Coordinator is responsible for guiding new staff through the school documentation, for whole school issues and for organising any support meetings that are felt appropriate.

The Head Teacher will give new teaching staff information, support and advice about educational and curriculum responsibilities, and will act as the Continuing Professional Development Coordinator.

All other staff in school will share experiences and ideas, help in practical ways and offer support. Newly appointed staff are encouraged to approach any member of staff with any question or queries they may have.

The Induction Programme

Aims of the Induction Programme:

- To make all staff feel welcome and at ease in their new environment
- To ensure the effectiveness and efficiency of all staff in their own role and within the whole school team
- To foster positive relationships between existing and newly appointed staff and to give meaning to school documentation
- To enable new staff to understand the philosophy and ethos of the school and to observe good practice so that it can be reflected in their own work
- To enable new staff to embrace and adopt the principles of all of the school’s policies and to pay particular attention to the Child Protection and Health and Safety Policies

- To ensure there is a system of support in place

At the Time of Interview

The Induction Coordinator may be part of the Selection Panel for the appointment of new staff and as such will be involved in short listing and interviewing.

Following a successful interview, a date will be arranged to meet with the Induction Coordinator who will welcome the new colleague to the school and answer any questions.

Initial Induction Meeting

At this stage, certain documents will be given to the new member of staff. These include:

- School Prospectus
- Staff Handbook
- Staff Telephone Numbers
- Child Protection Policy (to be signed when read)
- Health and Safety Policy (to be signed when read)
- Fire Policy (to be signed when read)
- COSHH Policy (to be signed when read)
- A list of all other school policies/procedures to be read in due course

The new member of staff will be invited to look around the school if they have not already done so, and their classroom or working area will be identified. An opportunity for the new colleague to spend some time discussing any points or queries with the Head Teacher, Induction Coordinator or other staff member as appropriate will be made.

General Guidelines for other parts of the Induction Programme

The Induction Programme will be tailored to meet the needs of individual newly appointed staff, and a record of meetings will be kept on the Staff Induction Record Form (see **Appendix 1**). Meetings may be carried out with the Head Teacher or Induction Coordinator as appropriate. The length of the Induction Programme and number of meetings will depend on the position undertaken.

Suggested topics for Induction Programme meetings:

This is not an exhaustive list; it is a checklist for the mentor who will choose appropriate topics depending on the role and individual needs of the new staff member.

- Aims and ethos of the school
- Behaviour Management
- Child Protection
- Health and Safety requirements
- Teacher planning documents

- Identification of future training needs
- Use of Books and Resources
- Role of subject coordinators
- Curriculum responsibilities
- School Policies/Procedures
- Record keeping – student assessments, class lists, other records
- Classroom timetables
- Nursery timetables
- Use of photocopier, lap tops, projectors, digital camera and other equipment
- Reading scheme
- Special Educational Needs
- School Development Plan
- Friends of Priors School
- Use of P.E. equipment in the hall
- Use of resources and equipment in the kitchen
- Class and school routines
- INSET days
- Term dates
- Role of Trustees
- Parent evenings
- Christmas events (Autumn Term)
- Sports Day (Summer Term)
- Student records
- Registers
- Written reports to parents
- Out of school trips
- Assemblies
- Swimming Lessons
- Church
- Extra curricular activities
- School security arrangements
- School lock up responsibilities and arrangements

Appendix 1.

Staff Induction Record Form

Name:

Job Title:

Mentor:

Items Discussed	Comments	Date/Initials

To be completed and signed by the new staff member and mentor at end of each meeting.