

Induction Policy



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Updated on October 2014

Approved by Governing Body On	October 2014
To be Reviewed On	October 2017
Signed on Behalf of the Governing Body	Cllr Lynne Smith

INDUCTION POLICY

This policy includes procedures for: teaching staff (including supply staff), Care Team and House Team.

The policy will be implemented in accordance with agreed aims and other relevant policies including Appraisal, Health and Safety, and all policies relating to equality.

Aims

Our priority is to raise standards and improve the quality of education for all our learners. We believe staff that 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 roles 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

Supply staff should:

- Be welcomed by the head or a deputy head;
- Be given relevant information on the class, curriculum and daily programme and advice on procedures a colleague in the Year Group if appropriate.
- Be contacted by the class teacher and provided with a timetable and lesson plan if the class teacher's absence is planned in advance;
- Have access to a Senior Leader if difficulties arise.

Teaching Staff

All new staff should be given appropriate induction advice, training and resources by their line manager.

This should include:

- National Curriculum documents
- Staff Handbook
- School Prospectus
- Policy documents
- Year group 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
- School Development Plan

The head/deputies 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 their line manager 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 a staff colleague will be held to identify and resolve any concerns.

Inclusion Leaders

The Behaviour Manager and Business Manager is responsible for the induction of ILs. Advice and training is provided by the Behaviour manager. Class teacher, Head teacher and Deputy Head teacher provide additional support.

Induction should include:

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

An informal discussion will be held with the Behaviour Manager during the first month and thereafter termly in the first year to identify and provide relevant support.

Administrative Staff and other House Team Staff

The Business Manager and Deputy Headteacher are 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, 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;
- Opportunity to comment on policy and practice.

An induction and review meeting should be held with the Business Manager at the end of the first month and then termly during the first year to identify and provide relevant support.

Cleaning / Caretaking / Kitchen Staff

The Business Manager, in liaison with the Site Manager and Head of Catering, is responsible for the induction of all relevant 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 directly employed by the school will take part in Performance Review procedures.