Mount Primary School

Induction of New Staff Policy

Updated November 2020
To be reviewed September 2021

Signed - _____

Kate Yates (Headteacher)

Signed - _____

(Chair of Governors)

Induction of New Staff Policy

1. Introduction

1.1 Mount Primary believes that it is important that, once a new member of staff has been appointed, they follow an induction procedure. Consequently all teaching, support and temporary staff receive an induction training programme appropriate to the post being filled.

1.2 The staff responsible for Continuous Professional Development (CPD) are Kate Yates, Zoe Byrne and the business manager (non-teaching staff). They are responsible for the co-ordination of this programme for all categories of staff and they also have responsibility for the induction of newly qualified teachers. The programme will run for the first two terms of the person's appointment. On completion of this period a check-list will be signed and dated by the co-ordinator and the new member of staff.

1.3 All teaching staff will be offered the minimum of a half-day induction programme before taking up the appointment.

1.4 Support staff will be offered an induction programme applicable to their specific role.

2. Teaching Staff

2.1 All staff should be briefed by their manager, as soon as possible after their appointment, on issues relating to their appointment. This briefing should include detailed information relating to curriculum departmental policies, resources and procedures that relate to their team. They will also be informed of documentation required – see Safer Recruitment policy.

2.2 All staff should also have meetings with relevant senior staff. This will be, generally, organised on an annual basis and will take place prior to the commencement of the autumn term. The programme should include:

❑ Briefing by the Headteacher;
❑ Induction on key curriculum policies (Behaviour, Learning and Teaching, Homework, Assessments, Safeguarding and Child Protection, Code of Conduct);
❑ Induction on key HR and H&S policies (Health and Safety, Fire Policy, Attendance Policy, Equal Opportunities, ICT Acceptable Use, Social Media Policy etc.);
❑ SEN;
❑ Professional Status;
❑ Roles and responsibilities;
❑ A guide through the Staff Handbook;
❑ Line management procedures;
❑ Communication sources (eg. email, meetings, shared server, notice boards etc., school calendar);
❑ Pastoral system.

2.3 During the course of the year an induction programme should be organised that includes:

❑ Performance Management;
❑ Reports, report writing and Parents' Evenings;
❑ Educational visits organisation;
❑ The role of governors;
❑ Professional development programme;

    ❑   Target setting, monitoring and evaluation.

3.   **Newly Qualified Teachers**

3.1   Entitlement

Before a NQT takes up an appointment, the following will be made available:

- ❑ The opportunity to visit the school to meet the headteacher and other colleagues;
- ❑ The staff handbook and all policies and procedures;
- ❑ The teaching timetable;
- ❑ Curricular documentation and text books relating to teaching subjects;
- ❑ Information about whole school equipment and resources available
- ❑ Explanation of the school's development plan.

3.2   A mentor will be allocated who is responsible for planning and facilitating the induction programme.

3.3   During the course of the first year the school aim to provide:

- ❑ Formalised observation schedule of experienced colleagues in the classroom;
- ❑ Observation of agreed lessons by a member of the Senior Leadership Team;
- ❑ Effective written and informal feedback following the observation;
- ❑ Visits to other academies/schools;
- ❑ Opportunities to meet and have discussion with other NQTs and other recently qualified colleagues;
- ❑ Opportunities for discussion on particular topics;
- ❑ The opportunity to attend INSET provided for NQTs.

4.   **Reports on progress**

NQTs are made aware of the criteria used for monitoring progress, in line with the Induction Standards defined by the DfE.

5.   **The role of the mentor for NQTs**

The mentor for NQTs is a member of the Senior Leadership Team, who will be supported by the Headteacher. The mentor will:

- ❑ Work in partnership with the NQT and use "The Career Entry Profile", where appropriate, to identify targets, competencies and support for each term in the NQT's first year;
- ❑ Negotiate an action plan for the second year;
- ❑ Meet formally as regularly as possible to discuss lesson observations, professional development and matters arising from the working week;
- ❑ Meet informally when required to offer support and guidance.

6.   **Support Staff**

6.1   All staff should be briefed by their line manager, as soon as possible after their appointment, on issues relating to their appointment. This briefing should include detailed information relating to departmental policies, resources and procedures that relate to the specific role.

6.2   All staff should also be introduced to relevant senior staff.

6.3 The induction programme should include:

- ❑   Briefing by the line manager;
- ❑   Information relating to the school;
- ❑   Induction on key HR and H&S policies (Health and Safety, Fire Policy, Staff Leave of Absence Policy, Equal Opportunities, ICT Acceptable Use; etc.);
- ❑   Child Protection and Safeguarding;
- ❑   Roles and responsibilities;
- ❑   A guide through the Staff Handbook;
- ❑   Line management procedures;
- ❑   Communication sources (eg. email, meetings, shared server, notice boards etc., school calendar);
- ❑   CPD opportunities/performance management process.

7.   All Staff

7.1   Hours of Work

Your hours of work will be specified in your job description.

7.2   Lunch Break

If you are entitled to a lunch break, this should be taken at a time negotiated with your line manager.

7.3   Staff Handbook

This includes an information about the operational running of the school.   This also includes information on sickness reporting and appointments.

8.   Associated Policies

This policy should be read in conjunction with:

- ❑   Leave of Absence Policy
- ❑   Sickness Absence Policy
- ❑   ICT Acceptable Use Policy
- ❑   Health and Safety Policy
- ❑   Equal Opportunities Policy
- ❑   Anti-Bullying Policy
- ❑   Child Protection and Safeguarding Policy
- ❑   Teaching & Learning Policy

❑ Staff Handbook

All policies are available to view on shared drive or from the Business Manager (policy file kept in office).

13. **Induction of New Governors/Trustees**

An induction programme for new Governors is in place and a handbook is available. The Chair of Governors will lead on governor induction. The induction process will include:

❑ Visit to the School to include tour and visit to staff room;
❑ Meeting with the Link Governor regarding training needs;
❑ Meeting with the Chair of Governors to explain committee structure, terms of reference etc;
❑ Induction course;
❑ Organisation of first meeting;
❑ Skills interest assessment;
❑ Assessment of future development needs.

I have been given the necessary information for an effective induction as detailed below.

Name -	Role -
Staff Handbook	
Child Protection	
Health & Safety	
Fire Evacuation	
Communication including email and staff drive	
ICT Acceptable Use	
Line Management and roles and responsibilities of key staff	
Code of Conduct	
Positive Behaviour and Relationships	

Signed _____   Date _____

Signed _____   Date _____