



Staff and Volunteer Induction Policy

Introduction

This policy applies to all employees and also, as appropriate, to volunteers, trainees and governors who will all receive a tailored induction programme which will include appropriate information, training, observation and mentoring. Child Protection and Health and Safety will feature prominently in every induction programme.

Aims

We believe that a confident, informed and supported staff is central to raising standards in our school. Our aim is to give new members of staff the support they need in order to become competent and reflective practitioners and ensure that they feel valued and able to work as effectively as possible.

The induction process will:

- enable staff to contribute to the school's ethos, vision and values
- provide information and training on the school's policies and procedures
- provide child protection training
- enable staff to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement and meeting the needs of pupils, parents, school staff and the wider community
- explain the school Code of Conduct to ensure that all staff, volunteers and governors new to the school understand what is expected of them at the school and gain support to achieve those expectations
- identify and address any specific training needs

The induction programme will include:

- an induction checklist of the policies, procedures and training to be covered will be used by the senior staff member carrying out the induction which will include
- Specific guidance on Safeguarding procedures
- Fire Safety and general Health & Safety guidance.
- Details of help and support available, mentoring and shadowing if appropriate
- Familiarisation of the working environment

Roles and Responsibilities

While the roles and responsibilities for induction are clearly outlined, it is the intention that a supportive ethos is generated where new staff are encouraged and supported by every colleague within the school.

The Headteacher

The Headteacher is responsible for the overall management and organisation of induction, including Newly Qualified Teacher induction across the whole school.

The Senior Management Team

- Ensure that induction takes place.
- Have an induction programme arranged
- Are provided with the induction checklist
- Receive appropriate information as required in the checklist
- Are provided with an understanding of the structure of the school and reporting arrangements
- Know how to access relevant policies and procedures

The Governing Body

- Monitors the establishment and implementation of induction arrangements in the school
- Takes into account the school's responsibility to provide the necessary monitoring, support and assessment for NQTs when selecting new staff

The Mentors for NQTs

- are aware of and able to implement the induction requirements
- arrange an effective programme of internal and external training, guidance and support
- liaise and collaborate with all partners in the induction process
- monitor the NQT's progress towards satisfactory completion of induction, gathering evidence for fair and rigorous assessments
- inform the co-ordinator about the NQT's progress and contributes to the school's monitoring and evaluation of its induction provision
- discuss and review, with the NQT, their teaching and progress against their objectives and the induction standards

Induction programmes

School Induction Programme for all staff and volunteers

- All new staff are invited to visit the school before they take up post
- All new staff have access to the school's policies using the electronic shared area and the school's website and are expected to develop their understanding of them with specific reference to all Safeguarding Policies. The Safeguarding Policy should be viewed online so as to access the many hyperlinks to other vital and relevant documents.
- All new staff meet with the Headteacher within their first week in post
- An induction programme is provided for new staff and may include relevant courses. Attendance is expected. This includes training on Child Protection and Health and Safety procedures.
- All new staff, where relevant are provided with an explanation of the school's performance management arrangements (see the school's performance management policy)
- All new staff and volunteers are expected to contribute to the ethos of the school and uphold the schools aims and values.

School Induction Programme for Newly Qualified Teachers

In addition to the above:

- The induction programme for staff new to teaching is designed to induct them into the profession and into the school.
- The induction programme at school consists of support, monitoring and assessment elements and NQTs are expected to engage in the programme.
- All new teachers are allocated an Induction Mentor.
- NQTs receive feedback on their strengths and their areas for development.
- Induction mentors are responsible for the day-to-day management of their NQTs induction and meet with their NQT regularly. The induction mentor reviews progress, sets targets and identifies support strategies with the NQT.
- All NQTs are observed teaching during their statutory induction period and this is undertaken by the Induction Mentor, a senior member of staff or an experienced teacher as appropriate
- All NQTs have 10% professional development time during their statutory induction period. This is in addition to the PPA time that other substantive teachers would expect in the school.
- Each NQT is expected to maintain a professional record of their induction and professional development.
- The Induction Mentor and school maintains a documented record of the NQT's induction including plans, notes of meetings, records of monitoring and assessment activities including classroom observations and professional development activities undertaken.
- NQTs who are not meeting the induction standards or making satisfactory progress towards them develop, with the Induction Mentor, a detailed action plan. The school will increase the support necessary to implement the plan within the available resources within the school.
- Following the successful completion of the induction period NQTs will participate in the school appraisal process.

School Induction Programme for Trainees

This varies depending on the training provider but in addition to the generic induction for all new staff/volunteers:

- All trainees will be assigned a mentor.
- All required paperwork related to progress, targets and performance will be completed by the school to the agreed timescales.
- Trainees will be expected to keep up to date with their own deadlines and related paperwork.
- Dedicated non contact time in accordance with the requirements of the specific course will be given to support planning and preparation.
- Opportunities to observe colleagues to support professional development will be provided.

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