



St. Peter's C.E. Junior School

Stilwell Close, Yateley, Hampshire GU46 6XH.

<i>Policy Number: P/1/Jan08</i>	<i>Date Agreed: 17th January 2008</i>
<i>Policy Title:</i>	<i>Authorised By:</i>
INDUCTION OF NEWLY APPOINTED MEMBERS OF STAFF	<u>W.M.Thompson</u>
<i>Area: Personnel</i>	<i>Due for Review: January 2010</i>
<i>The Governing Body believes that fairness and consistency of judgement is essential to the operation of the school. All members of the school have equality of opportunity to achieve their full potential and will not be discriminated against because of age, disability, gender, sexual orientation, nationality, race, or religion. The Governing Body believes that the school always has to be aware of the potential for unconscious discrimination, to avoid assumptions about individual members of the school based on stereotypes and to use the teaching and learning arrangements actively to encourage everyone to achieve their full potential.</i>	
<i>All our policies are consistent with our duty of care to protect our pupils and to provide a learning environment which is safe and healthy.</i>	
<i>In all our dealings, we respect the strict code of confidentiality that underpins our school ethos.</i>	

At St Peter's CE Junior School, all members of the school community are valued and respected as individuals as well as members of the school team. We feel it is important for all staff, both teaching and non-teaching, to be included in the school team and are helped to gain a knowledge and understanding of the philosophy and ethos of the school, as well as routines and practices.

Aims of Induction Process

- To make all staff feel welcome and at ease in their new environment.
- To ensure the effectiveness and efficiency of all staff, both in their specific role and within the whole school team.
- To ensure all staff receive an appropriate induction programme, whether new to the school or assuming a different role within the school.
- To encourage staff to become actively involved in their own induction and that of others.

Induction Procedures - General

- For each person undergoing the induction process, an appropriate member of staff will be nominated as their Induction Mentor/Guide, and will be responsible for ensuring that the new member of staff receives the staff handbook (which includes relevant policies and procedures) and helping them complete an induction checklist which is appropriate to their role.
- Prior to taking up the post, a time will be organized for the new member of staff to visit the school and receive any necessary documentation. Similarly, a member of staff undertaking a new role within the school will receive an appropriate hand-over.
- The Induction Mentor/Guide will arrange meetings with the new member of staff as necessary. During the first few weeks, appointees will be allocated appropriate time to review and evaluate their induction programme, and to establish the need for future training and development.
- The effectiveness of the induction process will be reviewed by the Headteacher and newly-inducted member staff.

Induction Procedures - Teaching Staff

- For Newly Qualified Teachers, see PDP - Professional Development Profile - for all induction arrangements. NQTs will be released for half a day per week for preparation, planning and visits to other schools. (See also separate Induction sheet.)
- All other teachers will be given a mentor for their first term. This will normally be a member of staff in the same year group or the Key Stage Co-ordinator.
- A meeting will be arranged with the school SENCO to focus on specific and general SEN matters.
- The following documentation will be given to the new member:
 - School Development Plan/S.I.P.
 - School Prospectus
 - All Curriculum Policies
 - All Schemes of Work
 - Samples of planning
 - Summary of Ofsted Report and Ofsted Action Plan
 - Class list
 - Job description
- All staff will be part of the Performance Management strategy. Lessons will be observed by the line manager and feed back given. Other lessons will be observed by the Headteacher and feedback given.
- Staff meetings will provide information on school activities and areas of importance.
- If a problem arises, the teacher should report it directly to the Headteacher or Deputy.

Induction Procedures - Learning Support Assistants

- New classroom assistants will be directly supervised by the teacher they work alongside. In the absence of the teacher, or if a problem arises, assistants should talk to the Headteacher.
- Training courses will be made available as appropriate.
- Regular meetings will be held with the Headteacher to discuss issues and keep teaching assistants informed.
- A job description and outline general duties will be issued.
- A meeting will be arranged with the school SENCO to focus on specific and general SEN matters.

Induction Procedures - Administration Staff

- New administration staff will be directly supervised by the Headteacher.
- Training courses will be made available as appropriate.
- Regular meetings will be held with the Headteacher to discuss issues and keep administration staff informed.
- A job description and outline general duties will be issued.

Induction Procedures - Lunchtime Supervisors

- Newly appointed staff will shadow a colleague before accepting the contract.
- Mid-day supervisors will report to and liaise with the relevant class teacher(s).
- Regular meetings will be held with the Headteacher to discuss issues and keep lunchtime supervisors informed.
- If a problem arises, supervisors should report firstly to the relevant class teacher, or to the Headteacher or Deputy if the teacher is not available.
- Job descriptions will outline daily duties.
- A yellow tabard will be made available as part of the uniform.

Induction Procedures - Cleaning Staff

- Newly appointed staff will shadow a colleague before accepting the contract.
- If a problem arises, cleaning staff should report directly to the caretaker or Headteacher.
- Job descriptions will outline daily duties.

Induction Checklist and Record

The attached pages provide the basis for a personal checklist and record of an individual's induction process.

Name of Member of Staff: _____

Date: _____

Induction Mentor/Guide: _____

Team: Teaching / LSA / Admin / Lunchtime Supervisor / Caretaking & Cleaning

Note: This checklist should be placed in your personal portfolio/CPD file together with any supporting documentation.

Action:	Action By:	Date Completed:
Welcome to the School and Layout of Site: <ul style="list-style-type: none">• Introduction to members of the team.• Tour of building.• Explain induction programme, identify Induction Mentor/Guide.• Explain security arrangements/procedures.• Explain lunch arrangements.• Explain no-smoking policy.		
The School: <ul style="list-style-type: none">• School prospectus/brochure.• Staff handbook.• Staff structure and roles.• Identify governors.• Identify PTA members.• Explain tea/coffee/water/lottery funds.• Explain resources/storage/requests/ordering.• Explain policy on phone calls.• Provide staff contact list (phone/fax/e-mail).• Explain photocopying procedures.• Explain policy on parents/visitors in school.• Explain car parking facilities.• Show stationery cupboard.• Provide class lists.• Explain playground buddies system.• Explain library use and reading schemes/record.• Explain homework policy.• Explain policy for use of computers/internet.		

Action:	Action By:	Date Completed:
<p>Conditions of Employment:</p> <ul style="list-style-type: none"> • Provide contract of employment, including salary, induction of NQTs, holidays and pay arrangements. 		
<p>Rules and Procedures:</p> <ul style="list-style-type: none"> • Disciplinary procedure. • Grievance procedure. • Absences - reporting sickness, weddings, funerals, etc. • Expectations for attendance outside of school hours for: clubs, governors meetings, PTA events, school fairs, etc. 		
<p>Communication:</p> <ul style="list-style-type: none"> • Diary dates. • Use of staff-room whiteboard. • Timings and arrangements for meetings. • Minutes of staff meetings and briefings. • Communication arrangements for LSAs. • Individual communication protocol for HT. • Including information in school newsletter. • Procedures/house style for sending letters. • Timetables - rotas and assemblies. • Clarify individual's duties. • Use of staff pigeon-holes/trays. • Expected ways of addressing staff colleagues. • Content/use of Home-School-Pupil Agreement. • Use of Home-School diary. 		
<p>Health and Safety:</p> <ul style="list-style-type: none"> • Health and Safety Policy, including named individuals, staff and governors. • First Aid procedures and facilities. • Fire Procedure and Business Continuity Plan. • Special arrangements regarding Broadmoor. • Accident procedure - children and adults. • Pupil restraint policy and procedures. • Record of medical information, including allergies and policy for administration of drugs. 		

Action:	Action By:	Date Completed:
Expected Standards: <ul style="list-style-type: none"> • Dress code - school days, mufti days, PE. • Children's uniform. • Exercise books. 		
Finance: <ul style="list-style-type: none"> • Expenses. • Classroom budgets. • Petty cash. 		
Training and Development: <ul style="list-style-type: none"> • INSET dates. • Identify INSET Manager. • Procedures for non-contact/PPA time. • Applying for staff development/training. • Evaluation of staff development/training. • Continuous professional development. 		
Do you feel your induction has been effective? Please explain your answer.		
Do you have any further needs which you feel should be met in order to complete your induction? Please state what these are.		

My induction has been completed satisfactorily.

Inductee: _____ Signed: _____ Date: _____

Induction Mentor/Guide: _____ Signed: _____ Date: _____