



# Induction of New Staff

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## Document history

Issue 1: This is a new policy written using a model policy.

Issue 2: No changes to original policy.

## **1 RATIONALE**

We recognise that the induction of new staff is vital to the ethos and efficiency of the school. We operate as a team offering support and encouragement to each other and this should start from a new member of staff's first introduction to us.

## **2 AIM**

The aim of induction is to help new staff become fully effective as soon as possible in their new post. At Hollingworth Primary School we aim to do this by appointing a nominated member of staff/mentor from whom guidance can be sought. They will be responsible for :

- introducing new staff to the school and the school's working practices;
- familiarising the new staff with the physical layout and resources within the school;
- providing new staff with information pertinent to their role within the school;
- providing a supportive and welcoming ethos for new staff members.

## **3 INDUCTION VISIT**

Once appointed the new member of staff will be encouraged to visit the school prior to taking up appointment with us. During this meeting the new member of staff will be issued with an induction pack which includes the following information:

- Staff handbook
- School prospectus
- Access to relevant school policies
- Current school development plan
- Annual calendar for school improvement
- Diary dates
- Whistle Blowing Policy
- Confidentiality

## **4 MENTOR/NOMINATED MEMBER OF STAFF**

As each member of staff takes up the post they will be supported by a mentor/nominated colleague from whom they can seek advice and guidance. All mentor staff will be as supportive and welcoming as possible to their new colleague.

## **5 ROLE OF MENTOR/NOMINATED STAFF MEMBER**

The role of the staff member working alongside the new teacher/support staff is a crucial one. As well as encouragement and support they will provide day-to-day advice on the routines of the school, forward planning, resources etc.

## **6 SUPPORT STAFF**

Teaching Assistants (TA's) will receive guidance from the Class Teachers with whom they will work and additionally from the SENCO in the case of support for pupils with specific educational needs. Any relevant aspects of their job description will be discussed.

## **7 CHECKLISTS**

Attached are checklists for induction of teaching staff and TA's as appropriate.

HOLLINGWORTH PRIMARY SCHOOL

**TEACHING STAFF INDUCTION CHECKLIST**

Name of person supervising the induction: .....

This will normally be the Headteacher, who is responsible for making sure an effective and timely induction takes place, although this does not mean to say they are the person who will actually do all of the induction.

Member of Staff: .....

**Pre-Induction**

<b>Item to be covered</b>	<b>Who</b>	<b>Tick when done</b>
Arrange pre visit if possible		
Appoint mentor		
Agree who will be covering which aspects of induction		
Prepare induction pack		
Prepare job description		

## TEACHING STAFF INDUCTION

<b>A. By End of First Day</b>		<b>Date completed</b>	<b>Who</b>	<b>Teachers initials</b>
1.	Layout of the school			
2.	Introduction to staff			
3.	Introduction to Mentor			
4.	Explain checklist document/induction procedures			
5.	Health and Safety issues/procedures <ul style="list-style-type: none"> <li>• Child Protection including keeping children safe</li> <li>• Person responsible for H/S</li> <li>• Fire procedure</li> <li>• First Aid and Accident reporting</li> <li>• Children's medical info</li> </ul>			
6.	School security, key codes etc.			
7.	Confirmation of timetables/rotas/assemblies/daily routines/child protection			
8.	Relationships with parents, diaries/homework/confidentiality.			
<b>Arrange first week meeting time</b>				

<b>B. By End of First Week</b>		<b>Date completed</b>	<b>Who</b>	<b>Teachers initials</b>
1.	Staff communication process, briefing/staff meetings			
2.	Special Needs information/procedures <ul style="list-style-type: none"> <li>• Meeting with SENCO</li> </ul>			
3.	Arrangements for planning and liaison with other teachers			
4.	Discussion of implementation of school policies <ul style="list-style-type: none"> <li>• Behaviour policy/sanctions/rewards</li> <li>• Marking policy</li> <li>• Child protection</li> </ul>			

5.	Staff agreements signed, laptop/pecuniary interests			
<b>Arrange next meeting date</b>				

<b>C. By End of First Half Term</b>		<b>Date completed</b>	<b>Who</b>	<b>Teachers initials</b>
1.	Feedback on how inductee is doing			
3.	Main points of School Development Plan			
4.	Staff Training and Development – inductee needs?			
5.	Discussion of implementation of school policies <ul style="list-style-type: none"> <li>• General policies</li> </ul>			
5.	Online child protection course if not currently up to date			
6.	Meeting with ICT co-ordinator <ul style="list-style-type: none"> <li>• Computer login system</li> <li>• Access to calendar and emails</li> <li>• Available software</li> <li>• School website</li> <li>• iPads</li> <li>• ICT issues and support</li> </ul>			
7.	Meeting with bursar <ul style="list-style-type: none"> <li>• Petty cash system</li> <li>• Organising school trips</li> <li>• Collecting money</li> <li>• Familiarisation with office forms and documents</li> <li>• Local authority contacts, HR/payroll</li> </ul>			
8.	Meeting with assessment coordinator <ul style="list-style-type: none"> <li>• Assessment timetable</li> <li>• Policies and procedures</li> <li>• Use of data</li> </ul>			
9.	Meeting with Chair of Governors to understand the role of the governing body			
10.	Meeting with Chair of PTA to understand the role of the PTA			
<b>Arrange next meeting date</b>				

<b>D. By End of First Term</b>		<b>Date completed</b>	<b>Who</b>	<b>Teachers initials</b>
1.	Feedback on how inductee is doing			
2.	Discussion of implementation of school policies <ul style="list-style-type: none"> <li>• Outstanding Curriculum policies</li> </ul>			
3.	Performance Management			
4.	Staff Training and Development – inductee needs?			
<b>Arrange next meeting date</b>				

<b>E. By End of First Year</b>		<b>Date completed</b>	<b>Who</b>	<b>Teachers initials</b>
1.	Feedback on how inductee is doing			
2.	Check all policies/procedures/info have been covered			
3.	Agree Performance Management schedule			
<b>General discussion</b>				



<b>Areas for further discussion/development etc.</b>	
<b>Evaluation of induction process – Date for completion</b>	
<b>Any other issues</b>	
<b>Signed</b>	
<b>Signed (Inductee)</b>	
<b>Date</b>	

## Teaching Assistant INDUCTION

**Name:** .....

**Job Title:** ..... **Start Date:** .....

### Head Teacher's/SMT Checklist

To be explained/discussed/covered during the induction process within the first 4 weeks of employment.

		<b>Date completed</b>	<b>Who</b>	<b>TAs initials</b>
1.	Introduction to staff			
2.	Person responsible for induction			
3.	Explain checklist/induction procedures			
4.	Health and Safety issues/procedures <ul style="list-style-type: none"> <li>• Child Protection procedures including keeping children safe</li> <li>• Person responsible for H/S</li> <li>• Fire procedure</li> <li>• First Aid and Accident reporting</li> <li>• Children's medical info</li> </ul>			
5.	School security, key codes etc			
6.	General staff communication procedures			
7.	School calendar – INSET day arrangements			
8.	Role in discipline/behaviour/anti bullying strategies & giving encouragement and praise			
9.	Deployment timetable (if appropriate)			
10.	Staff Performance Management			
11.	School Development Plan			

### **Class Teacher's/SENCO induction checklist to be worked through with new TA**

To be explained/discussed/covered during the induction process within the first 4 weeks of employment.

		<b>Date completed</b>	<b>Who</b>	<b>TA initials</b>
1.	Layout of class/equipment etc.			
2.	Classroom rules and procedures			
3.	Classroom routines			
4.	Introduction to class/SEN pupils			
5.	Clarification of role, tasks and duties			
6.	Which pupils have additional support needs			
7.	Which pupils have medical or behavioural difficulties and how to respond			
8.	Arrangements for planning, liaison etc.			