



Inspire Excellence

# Staff Induction Policy

<b>Date of last review:</b>	November 2014	<b>Review period:</b>	1 year
<b>Date of next review:</b>	November 2015	<b>Owner:</b>	Headteacher
<b>Type of policy:</b>	School	<b>LGB or Board approval:</b>	LGB

## Staff Induction Policy



An effective induction programme affects more staff than almost any other form of learning; its creation is a team effort that requires attention at all levels.

All new workers will need to complete the programme and all line managers need to know how to support it. Specialised staff may need to run specific workshops and classroom sessions.

**The objective of our induction policy is to support new member of staff and help them to:**

- Settle into their environment
- Develop the skills and knowledge necessary to do their job
- Understand how their job relates to the rest of the school community
- Understands the ethos of the school and the standards expected of them
- Become motivated and effective employees of the school as quickly as possible

**In order to achieve our aims, we will offer:**

- A member of staff who will act as a mentor and familiarise the individual regarding general school issues and procedures
- An initial interview at which the Headteacher, mentor and new member of staff meet to discuss the school staff handbook, induction timetable and to answer any initial questions ie. a general introduction to the school.
- A suitable workload, as specified in the job description
- Observations of their role, with written and verbal feedback, to support professional development and performance management.
- A timetable of training throughout the year to develop key skills
- Access to the [ARK training menu](#), where staff can take responsibility for their own development needs
- Regular meetings with their named line manager/mentor, in order to discuss issues

**In reciprocation, we expect that new members of staff will:**

- Help maintain the school ethos in both professional and pastoral situations

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- Play an active part in the daily life of the school and fulfil appropriate responsibilities
- Complete the stated requirements of the role in line with the job description
- Act upon the constructive comments of those who observe and advise about teaching and learning issues
- Take the initiative in seeking help and advice from their line-manager in any personal or professional matters causing concern
- Reflect upon own practice and evaluate strengths and weaknesses, taking appropriate action to help develop effectively

### Additional elements for Newly Qualified Teachers

**At ARK Conway Primary Academy we aim to offer all NQTs the opportunity to:**

- Gain experience of working with children in the classroom and in the wider school environment
- Gain experience of the school as a working organisation
- Observe experienced teachers at work both within the school and in other areas of primary education
- Gain experience in working across a variety of situation, and of teaching individuals, groups and classes
- Develop skills and understanding in classroom management, and control to establish a sound learning environment
- Demonstrate the ability to work professionally with teachers, children and all other members of the school
- community
- Gain experience in planning, execution and the evaluation of lessons
- Develop sound and competent teaching strategies

**In order to implement this we offer:**

- A year long period of induction (as per statutory requirement)

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- Provision of the agreed non-contact time (10%) in order to continue professional development
- A suitable workload with no co-ordinator requirements (if possible, during the Academy setup, newly qualified teachers may be required to take on additional responsibilities – this will be shared openly at the interview process)
- Formal lesson observations, carried out by the induction tutor/mentor, every half term and by the
  - Headteacher (or a member of the Senior Management Team) every term
  - Written and verbal feedback on any observations as quickly as possible
  - Regular meetings with the induction tutor to discuss the progress of targets and set new ones
  - Regular meetings with the induction tutor to discuss planning, assessment and general issues, at least once a fortnight.
- A timetable of training and observations for professional development
- A termly meeting with the Headteacher and the induction tutor to review progress

### Short Term Induction of cover teachers and supply staff:

To ensure that all staff working at ARK Conway Primary Academy are clear about the Vision, values, routines and procedures around school, a **Supply Staff Handbook** will be available upon arrival at the school office. This will provide the staff member with all the information they will require to complete their duties in line with School policy and best practise.

## ARK Conway Primary Academy Induction Timetable:

	Date Achieved
Initial meeting with Headteacher: (Discuss school Vision and Values and start of probation period.)	
A tour around the school – to look at resources, pigeon holes etc.	
Staff Handbook received	
Curriculum Map and planning	
Assessment routines	
School policies	
Health and Safety briefing (including fire drills etc)	
School Improvement Plan	
Meet with Inclusion Manager; (To include briefing about safeguarding, SEN, G&T, EAL and LAC pupils)	
After 6 weeks a meeting with the Headteacher to discuss progress, concerns, training needs etc.	

*It is the responsibility of staff to ensure that they have completed the induction timetable and dated when they have completed each of the activities outlined. This record should be returned to the headteacher in the 6 week review meeting.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_