



Induction Policy For Newly Appointed Staff

Introduction

In other professions staff would not necessarily expect to have contact with clients immediately but to spend time getting to know how relevant systems work.

Schools, by the way they are organised and operate are different organisations, and staff are required to hit the ground running.

The induction procedure is designed to support staff during their initial settling in period and point staff towards the essential routines, policies and procedures we use at Astley Park School.

Main Points

- Oversight of the induction process will be carried out by the Deputy Headteacher.
- An orientation visit will take place prior to commencement of employment.
- Once the staff member has commenced employment formal induction training specific to their role will take place over the first six weeks.
- It is recognised that some aspects of their induction will take longer to achieve. eg on-line training modules, demonstration of competencies. However these must be completed in the first six months of employment.
- During the induction period new staff will be supported by a named mentor allocated to them.

During the orientation visit staff should:

- Be introduced to their personal mentor.
- Become familiar with all parts of the building.
- Meet the staff team with whom they will be working most closely.
- Be introduced to other key staff. eg DSL
- Be informed about basic everyday routines. eg. Working hours, timing of the school day etc.



- Be informed of important policies and procedures. eg. Safeguarding, dress code etc.

During the initial induction training staff should;

Staff will receive a range of role specific training on the following topics;

- Child protection and safeguarding
- Behaviour management
- Playground routines
- Risk Assessments – including offsite visits (EVOLVE)
- Assessment
- Curriculum
- Attendance, dinner and bus registers
- Organisation of assemblies through the week
- Special health issues relating to children in class
- Other special needs issues
- Access to stationery and materials
- Location of pupil records
- Changing procedure for PE and Games
- Golden Rules
- Awards



School Policies

During their induction staff will also need to familiarise themselves with a wide variety of important policies and procedures. Support will be provided by mentors as well as colleagues. In most cases it is sufficient simply to know where the information on specific policies is kept so that they can be referred to when needed rather than to have read every document.

Follow up

After the initial six week period staff should meet with their mentor to discuss their progress and develop an individualised plan for further learning. This record of induction should be copied to the head teacher and the original used as the basis of the member of staff's own professional development file.

Completion

At the end of the six month induction period staff will need to meet with their mentor to go through their record of induction to check for the following:

- Has everything been achieved?
- Have any obvious gaps in the programme been identified?
- What are their immediate training needs?

Astley Park School



Date policy approved by Governing Body Policy Committee: 16.05.18

Signed by Chair of Policy Committee: _____
Mr M Maher

Signed by Chair of Governing Body: _____
Mrs W Blundell

Date policy to be reviewed by Policy Committee: Summer Term 2019

