

St Werburgh's CofE (VA) Primary School



Staff Induction Policy

2021

Date Reviewed: January 2021

This policy applies to all new school staff who will receive an induction program which will include appropriate information, training, observation, and mentoring.

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new member of staff to the duties of the post, and to the school as a whole, provide the foundation for successful contribution to the school. The induction process is designed to help new staff become familiar with the requirements of their position and learn about the school culture, ethos, priorities aims and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

The induction process may be linked to NQT Induction requirements and probationary periods for support staff, as appropriate.

The induction process should:

- Provide information and training on the school's policies and procedures
- Provide Child Protection information – including outlining responsibilities
- Enable the staff member to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meeting the needs of pupils, parents and the wider community
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Explain the school's Code of Conduct to ensure that all staff new to the school understand what is expected of them at the school and gain support to achieve those expectation
- Identify and address any specific training needs

The induction process may include:

- A meeting with the Learning Mentor or senior member of staff
- Signposting to the list of essential policies on the website – signing that these have been read
- Receiving copies of essential documents relating to role
- Explanation of help and support available
- Details of other relevant individuals with responsibility for induction e.g. the IT technician to offer logins etc, the designated mentor or supervisor

The Learning Mentor is responsible for the overall management and organisation of induction of new teacher employees and support staff

The School Business Manager is responsible for the overall management and induction of new admin staff

The person responsible for induction should:

- Ensure that a new member of staff is made welcome
- Ensure that immediate needs are identified before taking up the position where possible
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice
- Introduce key personnel
- Ensure that an Induction Program is provided, delivered and evaluated.

They should ensure that an induction is provided personally, or by the line manager or mentor, or another person with delegated responsibility and is tailored to each individual. All new staff will be given appropriate induction advice, training over a period of time and as necessary. Areas which should be considered are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

- Safeguarding children and child protection information
- Health and safety procedures
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook,
- School Website
- Policy documents
- Assessment advice, recording, reporting, resources and procedures
- Information on whole school and year group data, including SEN
- School administrative systems and procedures (for admin staff)
- details of help and support available
- designated mentor or supervisor

The new member of staff should:

- Build on strengths, skills, understanding and knowledge
- Keep records to support their professional development
- Attend relevant courses

St Werburgh's CofE (VC) Primary

School

New Staff Induction Checklist

	Date	Comments
Welcome and introduction		
<ul style="list-style-type: none">➤ Inform all staff of arrival of new employee and role➤ Allocate Team Leader/Line Manager➤ Distribute induction programme to relevant staff➤ Welcome new employee and introduce to staff➤ Give important diary dates/school calendar		

<ul style="list-style-type: none"> ➤ Give names of people who will assist individual in key areas ➤ Provide: <ul style="list-style-type: none"> ○ Staff Induction Handbook ○ Job description/contract ○ Daily/weekly timetable 		
Facilities		
<ul style="list-style-type: none"> ➤ Car parking ➤ Access to building and layout ➤ Security codes ➤ Staffroom including notice boards ➤ Toilets ➤ Photocopier – including code 		
Health and safety		
<ul style="list-style-type: none"> ➤ Fire exits and fire extinguishers ➤ Fire drill rendezvous point ➤ First aid arrangements and medical information for children ➤ Child protection procedures ➤ Visitors procedure ➤ Weather closure procedures ➤ Protocols with parent and other helpers 		

	Date	Comments
School vision/policies		
<ul style="list-style-type: none"> ➤ Mission statement ➤ School priorities ➤ Communication with parents, governors etc ➤ Key Policies ➤ Operational policies (e.g. English policy / calculation policy) if applicable 		
Training and development		
<ul style="list-style-type: none"> ➤ Staff development ➤ Appraisal – including dates as appropriate ➤ Safeguarding training 		
Protocols and meetings – draw attention in induction handbook to the following:		
<ul style="list-style-type: none"> ➤ Staff meetings ➤ Whole school meetings ➤ Collective Worship ➤ Break time procedures ➤ Staff room protocol 		
Classroom		
<ul style="list-style-type: none"> ➤ Timetable ➤ Location of resources, including wet play ➤ Class rules ➤ Sanctions and rewards – including behaviour policy ➤ Permission to leave classroom ➤ Marking – including policy ➤ SEND information ➤ Homework routines if applicable– including sample of little book for appropriate year group ➤ Other adults ➤ Home-school contact ➤ Off-site visits 		