 Holly Park School

Staff Induction Policy

# 1 Introduction

1.1 This policy applies to all employees and also, as appropriate, to volunteers, agency staff and governors who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme .

**2 Principles**

2.1 The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or governor to the duties of the post, and to the school as a whole, provide the foundation for successful and safe contribution to the school.

2.2 The Induction Programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and learn about the school culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

**3 The Induction Process**

3.1 The induction process will

3.1.1 Provide information and training on the school’s policies and procedures

3.1.2 Provide Child Protection training and assess its effectiveness

3.1.3 Enable the colleague 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

3.1.4 Contribute to the colleague's sense of job satisfaction and personal achievement

3.1.5 Explain the school's Code of Conduct to ensure that all staff, volunteers and governors new to the school understand what is expected of them at the school and gain support to achieve those expectations

3.1.6 Identify and address any specific training needs

**4 The Induction Programme**

4.1 The induction programme will include:

4.1.1 the range of policies, procedures and training to be covered

4.1.2 details of help and support available, mentoring and shadowing if appropriate

4.1.3 familiarisation of the working environment

# 5 Responsibilities

5.1 The Headteacheris responsible for the overall management and organisation of induction, including Newly Qualified Teacher induction across the whole school. Phase Leaders will be formally assigned to mentor NQTs.

5.2 The Deputy Head is responsible for ensuring that induction takes place. This includes ensuring that new employees:

* Have an induction programme arranged
* Are provided with the induction pack and checklist
* Receive appropriate information as required in their checklist
* Are provided with an understanding of the structure of the school and reporting arrangements
* Know how to access relevant policies and procedures

5.3 The individualhas responsibility, alongside line managers, to ensure all items are covered. This means the individual has to monitor their checklist and raise any gaps with their line manager.

# 6 School Induction Programme for experienced teaching staff

6.1 All new staff will be invited to visit the school before they take up post. The school will offer to pay their current setting for the supply cover required for that day.

6.2 On their visit day, all new staff will be provided with a copy of the school's staff handbook and are expected to develop their understanding of it

6.3 Before they take up their post, all new staff will be expected to have read the Safeguarding, Online Safety, Behaviour Management and Learning &Teaching and Assessment Policies. They will be required to sign to confirm this. They will also be given access to the school’s other policies via the website and school shared drives.

6.4 An induction programme will be provided for new staff and their attendance is expected. This will include training on Child Protection and Safeguarding procedures and the school’s PREVENT duty (face to face). Team leaders will liaise with new staff regarding the induction programme and timetable

6.5 All new staff will have an informal review of their induction after one month and six months with their team leader

6.6 All new staff will be provided with an explanation of the school's appraisal arrangements (see the school's Appraisal Policy) within which they will be expected to participate

6.7 All new staff are given an informal ‘buddy’ to help them navigate their way around the school’s systems

6.8 All new staff will be expected to contribute to the spirit and life of the school to ensure a conducive environment for learning for all school members, pupils and staff

# 7 School Induction Programme for support staff

7.1 All new support staff will have a line-manager who will discuss their job description with them.

7.2 All new staff will be invited to visit the school before they take up post

7.3 An induction programme will be designed for each new member of support staff. This will include training on Child Protection and Safeguarding procedures.

7.4 Following the induction period all support staff will enter the appraisal programme for the school

7.5 New support staff will be expected to network with other staff within the school for support

# 8 School Induction Programme for Newly Qualified Teachers

8.1 The induction programme for staff new to teaching is designed to induct them into the profession and into the school. It is the schools full intention to provide the NQT with all of the statutory support in line with the government document:*' Induction for newly qualified teachers' (statutory guidance 2015)*

8.2 The induction programme at the school consists of support, monitoring and assessment elements and NQTs are expected to engage in the programme

8.3 All new teachers are allocated an Induction Mentor. This will be a Phase Leader.

8.4 All NQTs are invited to visit the school before they take up post. This time is unpaid.

8.5 Before they take up their post, all new staff will be expected to have read the Safeguarding, Online Safety, Behaviour Management and Learning& Teaching and Assessment Policies. They will be required to sign to confirm this. They will also be given access to the school’s other policies via the website and school shared drive.

8.6 NQTs will receive feedback on their strengths and areas for development

8.7 Induction Mentors are responsible for the day-to-day management of their NQT's induction, and will meet with their NQT regularly. The Induction Mentor reviews progress, sets targets, and identifies support strategies with the NQT

8.8 All newly qualified teachers are observed teaching during their statutory induction period and this is undertaken by the Induction Mentor, a senior member of staff or an experienced teacher as appropriate.

8.9 Three formal assessments will be undertaken during the NQT induction period. These will be documented on forms that are sent to Barnet and must be signed by the NQT, Induction Mentor and Headteacher.

8.10 Each NQT has 10% professional development time during their statutory induction period. This is in addition to the PPA time that other substantive teachers would expect in the school.

8.11 Each NQT has a planned programme to ensure 10% professional development is used to the maximum effect.

8.12 Each NQT develops with their Induction Mentor their own induction and support plan

8.13 The Induction Mentor and school maintains a documented record of the NQTs induction, including plans, notes of meetings, records of monitoring and assessment activities including classroom observations and professional development activities undertaken

8.14 Newly Qualified Teachers who are not meeting the induction standards or making satisfactory progress towards them will develop with the Induction Mentor a detailed action plan. The school will increase the support necessary to implement the action plan within the available resources within the school

**9 Monitoring**

9.1 It is the responsibility of the Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the Senior Leadership Team.

9.2 This policy will be reviewed on an annual basis.

**Document Control**

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Revision Date | Revised By | Revision |
| 1.0 | March 2016 | Ann Pelham | Created |
| 1.2 | Summer 2016 | S&PW committee | Reviewed & ratified |
| 1.3 | Summer 2017 | S&PW committee | Reviewed & ratified |
| 1.4 | Summer 2018 | S&PW committee | Reviewed & ratified |

**Signed by**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Headteacher | Ann Pelham |  |  |
| Chair of Governors | Andrew Ballam Davies |  |  |

**Distribution**

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| --- |
| Shared with |
| * Staff via school server * Governors via committee meetings |

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| --- |
| Date for next review |
| Summer 2019 |

 HOLLY PARK PRIMARY SCHOOL

STAFF KEY POLICY LIST

Staff member name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that I have read the following policies and documents that are all available in the staff handbook and on the school shared drive.

(Please tick the boxes below)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Safeguarding Policy** | **Keeping Children safe in Education** | **Positive Handling Policy** | **Behaviour Policy** | **Anti-bullying Policy** | **Online Safety Policy** | **Health and Safety Policy** | **Staff Handbook** |
|  |  |  |  |  |  |  |  |
| **Data Security & Acceptable Use Poli**cy | **Whistleblowing Policy** | **Evacuation Policy** | **Lockdown Policy** | **Staff Code of Conduct** | **Staff Attendance Policy** | **Lone Working Policy** | **Personal care Policy** |
|  |  |  |  |  |  |  |  |
| **Educational Visits Policy** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOLLY PARK PRIMARY SCHOOL

NEW STAFF INDUCTION LIST

|  |  |
| --- | --- |
| Name: |  |
| Start date: |  |

|  |  |
| --- | --- |
| **Induction item** | **Date** |
|  | |
| Safeguarding and Child Protection Policy |  |
| Positive Handling Policy |  |
| Behaviour Policy |  |
| Anti-bullying Policy |  |
| Online Safety Policy |  |
| Health and Safety Policy |  |
| Data Security Policy |  |
| Assessment Policy |  |
| Learning & Teaching Policy |  |
| Marking Policy |  |
| Staff Code of Conduct |  |
| Staff Handbook |  |
| Financial management & Fraud |  |
| Fire & lockdown, Asbestos, chemical, Electrical & Security (FACES) procedures face to face with Site Manager |  |
| Face to Face Child Protection discussion with DSL |  |
| Email created |  |
| Fob given |  |
| Online Register password given (if required) |  |
| Online Pupil Tracker access (if required) |  |

|  |  |
| --- | --- |
| Signature of new member of staff: |  |
| Date: |  |

|  |  |
| --- | --- |
| Signature of line manager: |  |
| Date: |  |