



CHARLESWORTH SCHOOL

...from tiny acorns great oaks grow

Staff Induction Policy



Introduction

This document outlines the purpose, nature and management of staff induction in Charlesworth Primary School.

Aims

- The staff induction policy is designed to:
- Provide a flexible but systematic framework in which roles and responsibilities are clearly defined
- Familiarise staff with the values and aims of Charlesworth Primary School
- Integrate new staff into the team as quickly and smoothly as possible

The Head Teacher or their delegate will assign a mentor for each new member of staff.

All staff will be welcomed and receive basic induction on the first day of appointment, followed by formal induction training. The process will be tailored to meet the needs of individual members of staff and the roles they play. Induction begins before an appointment is made and continues over the following weeks. The maximum time induction should take is four weeks.

Induction will be part of the management process merging with the performance management policy and staff development. As part of the Induction process, staff may create personal development plans to ensure that they can manage all aspects of their role confidently and effectively.

For teaching staff special attention must be paid to:

- Safeguarding Policy and policies for Health and Safety; Equal Opportunities; Behaviour; Anti-Bullying and Whistle Blowing
- Standards of teaching and learning
- School ethos and pastoral system
- Management and organisation
- SEN procedures and issues
- Performance management and CPD requirements

For non-teaching staff attention must be paid to:

- Safeguarding Policy and policies for Health and Safety; Equal Opportunities; Behaviour; Anti-Bullying and Whistle Blowing
- Code of Conduct and Confidentiality Policies
- Relevant SEN issues
- School ethos and pastoral system
- Performance management and CPD requirements
- Specific tasks relevant to individual job descriptions

The staff handbook will form the basis for all induction programmes. Equal opportunities in induction arrangements will apply, irrespective of hours or status and will be entirely consistent with the school's equal opportunities policy.

Implementation

On the first day of appointment all new employees will be given a warm welcome by colleagues and will receive immediate information about the job and all relevant health and safety issues through the Staff Handbook and other school-based procedures (see the checklist below). The new member of staff should be given some time to read the information and have the opportunity to ask any pertinent questions. It is expected that all documents and instruction will be accepted in the first two weeks.

All Staff Induction Checklist

The appointed mentor will discuss the following areas with the new employee and they will sign and date as received / instructed. Please note that employees should be signing not just that they have received the policy/information but that they have understood the instructions and had the chance to ask any questions resulting from their reading/meeting.

Aspect	Date	Signed
Job Description		
Hours of Work		
School Session Times		
Plan of the School Year		
INSET requirements		
Safeguarding Policy and Issues		
Behaviour and associated policies		
Staff Handbook and Code of Conduct		
School Vision and Ethos		
Health and Safety Policy and Issues		
Fire Procedures		
Resources and Materials		
Data Protection and Confidentiality Policy		
Work area familiarisation and facilities		
Tour of the school grounds		
Staff Attendance and Absence Procedures		
Equal Opportunities Policy		
Staff Welfare Procedures		
Structure, membership and role of Governing Body		
School Brochure		

Staff and Teaching Assistant Induction Checklist

During the first month the following areas will be discussed with the appointed mentor and the new employee will sign and date each item as received and understood and they have the change to ask any questions arising.

Aspect	Date	Signed
Current school improvement plan		
Latest OFSTED and SIAMS report		
Curriculum structure and objectives		
Pupil target Setting Procedures		
Assessment procedures		
Reporting to parents		
Classroom / staff management		
Classroom observations / work & planning sampling		
Monitoring and evaluation cycle		
Behaviour management expectations		
Homework policy		
Links with parents and the community		
Meet with the governing body		
<i>Insert any other areas of identified need below:-</i>		

Charlesworth Primary School will follow Derbyshire County Council guidelines on the induction and support of NQT's.

Monitoring and Review

The Headteacher and Governing Body will review the implementation of the Staff Induction Policy in line with the agreed schedule for policy review.

Staff and governors will be involved and asked to contribute to the review and all staff will be informed of the outcome of the review.

