

Burton Leonard Church of England (VC) Primary School



Induction of New Staff

We believe that it is essential that we have in place clear induction procedures to provide all newly appointed staff with a programme of structured support and guidance so that they can integrate successfully into the school.

Aims



- To provide newly appointed staff with a structured programme of support and guidance
- To ensure that newly appointed staff are introduced to school policy and procedure.

Procedure

Induction Mentor Mrs Townson	The School has an induction mentor who deals with the following staff: <ul style="list-style-type: none">• Teaching staff• NQT's• Supply Staff• Learning Support Staff• Administrative Staff• Lunchtime Assistants
Teaching Staff	The school's induction mentor will organise an induction day with the new member of staff when the following documentation will be discussed in depth: <ul style="list-style-type: none">• School Brochure• Staff Handbook• Policy Documents• School Development Plan• National Curriculum Documents• Schemes of Work• Assessment, Recording and Reporting Procedures• Performance Management Policy and Procedures The following information will also be covered: <ul style="list-style-type: none">• A plan of the School

	<ul style="list-style-type: none"> • Health and Safety policy and procedures <p>Procedures such as:</p> <ul style="list-style-type: none"> • Evacuation of the building • School security • First aid • Reporting and recording accidents <p>School personnel – roles and responsibilities</p> <ul style="list-style-type: none"> • Class list • SEND information • Pupils’ medical information <p>The first year induction arrangements are:</p> <ul style="list-style-type: none"> • Meetings with subject leaders • Visit focused lessons in all year groups • Progress meetings with induction mentor • End of year review meeting
Newly Qualified Teachers (NQT)	See policy
Supply Staff	<p>The induction mentor will provide the following to the supply teacher:</p> <ul style="list-style-type: none"> • Class timetable • Learning outcomes if the absence is planned • Class timetable • Full access to staff handbook which includes SEN information <ul style="list-style-type: none"> ○ Medical Information ○ Class information
Learning Support Staff	<p>The induction programme will include:</p> <ul style="list-style-type: none"> • School Brochure • Staff Handbook • Policy Documents • School Development Plan • A plan of the School • Health and Safety policy and procedures • Procedures such as: <ul style="list-style-type: none"> ○ Evacuation of the building ○ School security ○ First aid ○ Reporting and recording accidents • School personnel – roles and responsibility • The opportunity to work shadow the existing post holder or person undertaking a similar job where possible

	<ul style="list-style-type: none"> • SEN information • List of SEN resources • Assessment, Recording and Reporting Procedures • Performance Management Policy and Procedures • Training in the use of equipment such as photocopier, whiteboard, ICT etc • Training opportunities
Administrative Staff	<p>The induction programme will include:</p> <ul style="list-style-type: none"> • School Brochure • Staff handbook • Policy Documents • A plan of the School • Health and Safety policy and procedures • Procedures such as: <ul style="list-style-type: none"> ○ Evacuation of the building ○ School security ○ First aid ○ Reporting and recording accidents/incidents
Lunchtime Assistants	<p>The induction programme will include:</p> <ul style="list-style-type: none"> • A plan of the School • Health and Safety policy and procedures • Behaviour Policy • Procedures such as: <ul style="list-style-type: none"> • Evacuation of the building • School security • First aid • Reports and recording accidents/incidents
Effectiveness	We believe that this policy will be reviewed after the appointment of new staff

Head teacher	<p>Amanda Townson</p> 
Chair of Governing Body	<p>Steven Withy</p> 

Date:	Spring 2013	Review Date:	Spring 2016
Date:	Spring 2016 readopted	Review Date:	Spring 2019