



INDUCTION POLICY

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Owner	Vice Principal
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Legal Sign:	N/a
Type of Policy:	staff
Authorised by:	Principal
Authorised by Board:	N/a
Effective date of Policy:	21 st August 2017
Circulation:	New staff and mentors



Scope of the Policy

Induction is a process which aims to increase the effectiveness of all staff both as individuals and as team members, by ensuring they understand the policies and expectations of the school and by supporting highly effective performance.

Aim

- Serves as a vital foundation for continuous learning by supporting the performance and continuing professional development of all staff new to the school
- Applies to all teaching staff and support staff.
- Enables contribution to the school's vision and goals and to fulfil its guiding principles
- Ensure mutual benefit for the individual and the school

Purpose

Our induction process will:

- 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 job satisfaction, personal achievement, individual and team effort, thus providing for effective work at the school
- Ensure staff new to working in schools have the best start in their careers and are supported in effective practice
- Ensure all staff new to the school understand what is expected of them at the school and gain support to achieve those expectations
- Build co-operation between staff of all sections of the school
- Ensure that all staff are valued and recognised as the school's most important asset

Management and Organisation of Induction

The Principal, supported by HR, is responsible for the overall management and organisation of Induction for School and Nursery teaching staff. HR manages the induction of all support and admin staff.

Induction for New Staff

- All staff will be allocated a line manager – in most cases this will be either the Key Stage Manager or the Head of Year/Department



- All staff will be allocated a mentor, and every effort will be made to ensure this is not the line manager, within the resources available in the school
- All staff will be invited to visit the school (where possible) before they take up the post
- All staff will be met on their first day by their mentor/ line manager/HR
- All staff will be provided with copies of school policies and the school's staff handbook and be expected to develop their understanding of them
- All new staff will have a review of their induction after one week, , three months and six months with their line manager and/or mentor

- All staff will attend induction training on Child protection, meetings with parents, fire safety, health and safety training and ICT familiarisation within the first term
- All 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, students and staff.