



Induction Policy

Introduction

It is recognised that there is a need to provide support and encouragement to all new staff. This policy includes procedures for:

- Teaching staff, including supply staff
- Non-teaching staff, including administrative, caretaking and catering

These induction procedures aim to provide all newly appointed staff/visiting staff with a programme of structured support and guidance as appropriate to their role to enable them to:

- Integrate successfully into the school
- Fulfil their job description successfully
- Have opportunities for observation and discussion of their work with senior staff to discuss any difficulties that may be experienced
- Identify their own potential for career development and take advantage of opportunities for CPD
- To make new staff aware of the school's philosophy, aims and objectives
- To develop knowledge and skills of new staff to provide job satisfaction and motivation

All staff will be given a guided tour of the school, usually by the Headteacher or Assistant Headteacher, (in the case of new TAs this will be responsibility of the school HLTA), identifying the locations of relevant rooms/resources. Also, all new staff, where appropriate, will be allocated a mentor to provide advice and support on a required basis.

All Staff

All staff, when they start at the school, will partake in an induction meeting with either the Headteacher or Assistant Headteacher to discuss child protection and safeguarding procedures. At this time, the new member of staff will be provided with an Induction Checklist and Record which is to be completed during the induction period.

Supply Staff

Supply staff should :

- Be welcomed by the Headteacher/Assistant Headteacher
- Receive on their first visit a copy of the school information brochure.
- Be given relevant information about the class/classes, curriculum and daily timetable
- Have access to the Headteacher/Assistant Headteacher if any difficulties should arise.



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Teaching Staff

All new staff should be given appropriate induction advice, training and resource. This should include:

- National curriculum documents
- Staff handbook
- School brochure
- Access to policy documents including behaviour and discipline policy, marking policy, health and safety policy and child protection
- Year group schemes of work – curriculum map
- Assessment, recording and reporting procedures
- Class/Set information including medical/SEN/personal
- Information on whole school or year group resources including ICT
- Timetable
- Plan of the school

Newly Qualified Teachers (NQT)

See separate newly qualified teacher policy

Teaching Assistants

The HLTA is responsible for the induction of teaching assistants. Advice is provided by an established TA who is nominated as a 'buddy.' The SENCO, HLTA, class teacher, Headteacher and Assistant Headteacher will provide additional support when required.

Induction should include:

- Introduction to school staff
- An opportunity to shadow an existing TA undertaking a similar job
- Information on the school with access to the staff handbook, school brochure and policies on health and safety, behaviour and child protection
- Timetables and group lists for relevant classes
- Information concerning the child/children for which they are responsible, including SEN information
- Information on resources
- Information on assessment and record keeping
- Training in the use of the photocopier, binder, laminator
- Introduction to the computer system
- Information on training opportunities



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Administration Staff

Induction information should include:

- Information on the school including the school brochure, aims
- Relevant policies
- Health and safety and security information
- Required training to implement ICT programmes and school administrative procedures.

Cleaning/Caretaking/Kitchen staff

The caretaker, in liaison with the Headteacher is responsible for the induction of all cleaning staff. The school cook is responsible for the induction of kitchen staff.

- Induction should include relevant information on the school, the school brochure, access to aims and policies, including Health and Safety and Security issues;
- Relevant information to help them carry out their job description effectively.
- Opportunities to comment on policy and practice.

Midday Supervisors

The Headteacher and the Assistant Headteacher are responsible for the induction of lunchtime staff. Induction should include:

- Relevant information on the school, aims and policies;
- Information of Health and Safety, First Aid, security and behaviour policies and procedures;
- Relevant information to help them carry out their roles effectively.

Induction of new Local Governors is managed through the West Norfolk Academy Trust.