

Staff Induction Policy

It is accepted that good induction can make significant difference to the quality of teaching and learning in our school. We therefore aim to provide an induction programme for all new staff.

Welcoming New Staff

It is our intention to welcome new staff to Woodfield Primary School in the knowledge that they will each bring with them unique experiences and perspectives which will enhance the overall quality of life at the school. The school recognises its responsibilities to enable them to take their places as professional colleagues as smoothly and efficiently as possible. We seek to support new teachers by providing information, advice and support when required.

AFTER APPOINTMENT, BEFORE TAKING UP POST

New staff will be given the following information:

Job Description

A preliminary visit will be arranged by the headteacher in order that the new member of staff may:

Meet staff and pupils
Find the way around
Go through staffing structure

Go through the support materials on the intranet
Begin preparation for taking up of appointment
Familiarise him/herself with planning process and school routines

School website

Staff Handbook

AFTER TAKING UP POST

The Mentor will have a principal role in the induction of new staff. The mentor will meet regularly to discuss any issues and go through relevant policies.

Areas for discussion with the mentor will be:

Planning
Record-keeping and assessment policies and practice;
Familiarisation with policies : priority - Safeguarding and Health and Safety

Regular advice and support in dealing with pastoral issues

The headteacher will be responsible for monitoring the progress of new staff and will make herself available to observe lessons, to offer advice and to respond to any difficulties which may arise.

NQTs

All NQT induction guidelines will be followed. NQTs will follow the ITT induction process and all newly appointed teachers will be required to attend induction training which includes a residential course

Continuous Professional Development

All new staff will have the opportunity to observe teaching within the setting and in other schools.

New staff will have the opportunity to attend relevant courses in relation to their experience and subject area.

New staff will be included in performance management where targets will be set in accordance with the school's performance management policy.

Staff with senior responsibilities

Promoted staff also need to be inducted when they are promoted to new positions of responsibility within the school. It is clearly a good idea that when someone is given new responsibilities, they are given whatever support they need and that we can manage in terms of staff development and mentoring, rather than just being left to get on with it!

The induction process should therefore include:

A clear statement of which team leader they are accountable to;

A clear, brief, written description of the responsibilities of the post, as advertised and discussed with the headteacher

Time for discussion and hand-over with their predecessor;

Identification in respect of their new responsibilities,

Any training needs so that training or development opportunities can be arranged;
regular meetings with the headteacher.

Review January 2018