

St David's High School

STAFF INDUCTION POLICY



To	Date
Finance and Curriculum Committee	
Full Governing Body	October 2021
Next Review	October 2025

Introduction

This policy applies to all employees and also, as appropriate, to agency staff and governors who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme.

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee or governor to the duties of the post, and to the school as a whole, provide the foundation for a successful and safe contribution to the school. The Induction Programme is designed to help new employees and governors become familiar with the requirements of their position and learn about the school culture, ethos and working practices

effectively and efficiently so that they become knowledgeable and confident as quickly as possible. The Induction Programme should be cross-referenced to the NQT Induction requirements and probationary periods for support staff, as appropriate.

The induction process will:

- Provide information and training on the school's policies and procedures
- Provide Child Protection training and assess its effectiveness
- Enable the colleague to 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 the colleague's sense of job satisfaction and personal achievement
- Explain the school's Code of Conduct to ensure that all staff, volunteers and governors new to the school understand what is expected of them at the school and gain support to achieve those expectations
- Identify and address any specific training needs

The induction programme will include:

- Regular/weekly meetings
- An induction checklist of the policies, procedures and training to be covered
- Details of help and support available
- Details of work shadowing, if appropriate
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor

New Teacher Induction Programme

The programme may include:

- Day to day – vision, ethos, structure of the school, timetable, staff handbook, break/pre/post school duties, calendar, meeting schedule, staff absence procedures.
- Lesson planning and structure of lessons – meet, greet, seat, use of WALT/WILF, starter, connect, activate, demonstrate, reflect, dismiss, inclusion of skills, AfL.
- Child protection.

- Bilingualism.
- SIMS.
- Literacy/numeracy.
- Assessment, marking, recording and reporting.
- SISRA.
- Health and safety/fire drill.
- Role of form tutor/pastoral system/assemblies/thought for the day/attendance.
- Behaviour systems.
- ALN/MAT/differentiation.
- Performance management.
- CPD/Bluesky.
- QA – work scrutiny, lesson obs, departmental/whole school.

New Support Staff Induction Programme

The programme may include:

- Day to day – vision, ethos, structure of the school, timetable, staff handbook, break/pre/post school duties, calendar, meeting schedule, staff absence procedures.
- Child protection.
- Bilingualism.
- Specific duties related to the post
- SIMS/SISRA if appropriate
- Health and safety/fire drill.
- Behaviour systems.
- Performance management.

New Governor Induction Programme

All new Governors should be given appropriate induction advice, training and resources by the Chair of Governors. This may include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Current relevant school information, policy documents and School Improvement Plan data.
- School brochure including staffing, Estyn and school performance data
- Information on the role of governor
- Governing Body Policy documents.
- Dates and times of whole governing body and sub-committee meetings
- Access and information of previous governing body minutes,
- Latest governing body report to parent and school newsletters.
- Information and access to governor training courses.

Supply Teachers and Agency Staff

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by the Headteacher's PA. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Behaviour management policy extracts
- Relevant information from the Staff Handbook
- Relevant information on curriculum, schedules and timetables

Management and Organisation of Induction

Responsibility for Induction:

- The Assistant Headteacher linked to staff development is responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff.
- The Chair of Governors is responsible for the overall management and organisation of induction of Governors

The person responsible for induction should:

- Make arrangements to ensure that a new member of staff or governor is welcomed.
- Ensure that immediate needs are identified **before** taking up the position where possible
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice
- Introduce key personnel.
- Ensure that an Induction Programme is provided, delivered and evaluated.