Langley Fitzurse Church of England School

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Amaze Excite Inspire

‘Jesus offers life in all its fullness’

**Induction of New Staff Policy**

**March 2020**

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| Created by | Head | V1.0 | May 2018 |

Chair of Governors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **AIMS**

Once a new employee has been appointed, Langley Fitzurse School believes it is important that they follow an effective induction procedure. All teaching and support staff will receive an induction process appropriate to the post being filled.

Through this policy, the school aims to ensure that every new staff member:

* Is welcomed by the school community and integrated into the existing team
* Is provided with the necessary tools and information to begin their role as early as possible.
* Feels valued immediately, identifying what they can bring to the school in terms of skills, attributes and insight
* Is provided with all necessary key policies and day-to-day organisational information
* Meets the headteacher, governing board, staff and pupils.
* Understands their role and responsibilities, including Safeguarding and Child Protection procedures, and their accountabilities
* Understands their training needs and requirements and is

given the opportunity to ask questions

# **ROLES AND RESPONSIBILITIES**

The headteacher is responsible for:

* Notifying the Full Governing Body (GFB) of the appointment
* Welcoming the new member of staff to the school and introducing them to colleagues and governors
* Overseeing and coordinating the induction programme for all categories of staff including Newly Qualified Teachers (NQTs) and following Local Authority guidelines applicable at the time
* Appointing a mentor who will offer help and guidance through the new member of staff’s first year, including access to relevant information and literature and answering queries
* Ensuring that all inductions include Safeguarding and Child Protection Training, including the receipt of a copy of Part One of ‘Keeping Children Safe in Education’.
* Ensuring all ‘housekeeping’ information is provided, including fire safety procedures; payroll information; relevant policy documentation
* timetabling meetings with mentor and/or Headteacher on a regular basis
* encouraging the new staff member to feedback to their mentor and/or Headteacher on their induction process
* encouraging attendance of training courses that they deem appropriate

The induction process for a new Headteacher will be overseen by the Chair of Governors.

# **NEW TEACHING STAFF**

As soon as possible after their appointment, all new teachers are briefed by their manager on issues relating to their appointment. This briefing includes detailed information relating to curriculum policies, resources and procedures that relate to their team.

During a teacher’s first year at the school, an induction programme is organised that covers the following:

* Performance management
* Reports, report writing and parents’ evenings
* Organising educational visits
* The role of governors
* Professional development
* Target setting, monitoring and evaluation

All teachers have meetings with relevant senior staff on an annual basis prior to the commencement of the autumn term. The meetings include the following:

* A briefing by the headteacher
* An induction on key curriculum policies (e.g. behaviour, teaching and learning, homework, assessments)
* An induction on key HR and health and safety policies (e.g. code of conduct, safeguarding and child protection, health and safety, fire safety, attendance, equal opportunities and dignity at work, ICT acceptable use, social media)
* The safeguarding response to children who go missing from education
* The identity and role of the Designated Safeguarding Lead and any deputies
* Relevant information pertaining to SEND
* Roles and responsibilities
* Line management procedures
* Communication sources (e.g. email, meetings, the shared server, notice boards, the school calendar)
* Staff well-being

# **NEWLY QUALIFIED TEACHERS (NQTs)**

Before an NQT takes up an appointment, the following is made available:

* The opportunity to visit the school to meet the headteacher and other colleagues
* The school's prospectus and all policies and procedures
* The teaching timetable
* Curricular documentation and textbooks relating to teaching subjects
* Information about any school equipment and resources available
* An explanation of the School Development Plan

Every NQT is allocated a mentor who is responsible for planning and facilitating the induction programme.

During the first year, the school provides:

* A formalised classroom observation schedule conducted by experienced colleagues.
* Observation of agreed lessons by a member of the Senior Leadership Team.
* Effective written and informal feedback following the observation.
* Visits to other schools.
* Opportunities to meet and have discussions with other NQTs and recently qualified colleagues.
* Opportunities for discussion.
* A reduced commitment to provide cover for absent colleagues.
* The opportunity to attend INSET days provided for NQTs.

**Reports on progress**

NQTs are made aware of the criteria used for monitoring progress, in line with the induction standards defined by the DfE.

**The role of the mentor for NQTs**

NQTs mentors are supported by the headteacher.

The mentor:

* Works in partnership with the NQT and uses the NQT’s ‘Career Entry Profile’ (CEP), where appropriate, to identify targets, competencies and support for each term in the NQT’s first year.
* Negotiates an action plan for the second year.
* Meets formally as regularly as possible to discuss lesson observations, professional development and matters arising from the working week.
* Meets informally when required to offer support and guidance.

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# **SUPPORT STAFF**

Support staff are offered an induction programme applicable to their specific role.

As soon as possible after their appointment, all staff are briefed by their line manager on issues relating to their appointment. The briefing includes detailed information relating to policies, resources and procedures that relate to the specific role.

The induction programme includes:

* A briefing by the line manager.
* An introduction to other colleagues.
* An induction on key HR and health and safety policies (e.g. health and safety, fire safety, staff leave of absence, equal opportunities and dignity at work, ICT acceptable use, social media, staff code of conduct, behaviour).
* Child protection and safeguarding training
* The safeguarding response to children who go missing from education.
* The identity and role of the Designated Safeguarding Lead and any deputies.
* Roles and responsibilities.
* Line management procedures.
* Communication sources (e.g. email, meetings, the shared server, notice boards, the school calendar).
* CPD opportunities.
* The performance management process.

**ASSOCIATED POLICIES**

This policy operates in conjunction with the following school policies:-

* Staff Code of Conduct
* Child Protection and Safeguarding
* Staff Computer Use
* Health and Safety
* Equal Opportunities
* Anti-Bullying
* Personal Use of Social Media
* Staff Leave of Absence
* Sickness Absence Management

**REVIEW**

This policy will be reviewed every two years.

Langley Fitzurse CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# This school aims to be part of the wider community through fostering Christian values, and the development of spirituality through reflection to enhance relationships.