



## **Glenmere Primary School**

### **Staff Induction Policy**

#### **Rationale**

We at Glenmere Primary School feel it is important that **all** staff should be inducted into the whole school team. Such induction will begin as soon as practicable after the appointment. Our philosophy is one of a 'whole school approach' where all members of the school community are valued and respected as individuals and as members of the whole school team. It is important that new staff are welcomed into the team, helped to establish their role within that team, enabling them to grow as individuals as well as team members. It is vital that new staff are given every assistance in settling into school quickly and gain a knowledge and understanding of the philosophy and ethos of the school, the routines and practices that take place and the way in which the school operates.

#### **Aims**

In our Induction Programme we aim to:

- comply with all statutory arrangements for induction, including guidance for NQTs
- ensure sufficient funds are allocated to finance the Induction Programme
- make all staff feel welcome and at ease in their new environment
- enable new staff to settle happily into school so that the quality of learning experienced by pupils can be maintained and improved
- ensure there is a system of support in place, especially for NQTs in their first full year
- enable new staff to understand the philosophy and ethos of the school and to observe good practice so that it can be reflected in their own work
- encourage new staff to make a full contribution, taking on all their responsibilities as soon as possible
- foster positive relationships between existing and newly appointed staff
- ensure that 'Together Everyone Achieves More'

#### **Guidelines**

Our aims will be put into practice through the following Induction Programme:

##### **At the time of the interview**

Immediately after a successful interview we will:

- welcome new staff and answer any questions
- provide a prospectus and staff handbook
- take copies of identity and CRB checks
- give a tour of the school
- introduce appropriate members of staff
- arrange dates for future visits
- offer opportunities to shadow existing staff

## **Initial induction meeting**

At the initial induction meeting we will:

- go through the job description with the Headteacher
- go through the routines of the school
- show the location of the school policies file
- go through the Behaviour and Discipline, Child Protection, Confidentiality, Health and Safety, Performance Management and Staff Development policies
- introduce staff who will work closely with the new member of staff
- introduce a Mentor and arrange a meeting

## **Meetings with the Induction Mentor**

Regular meeting will be set up with a mentor to:

- help, guide, reassure, counsel, inform and listen
- find answers to any questions raised
- go through any time-tables, rotas, routines, resources and policies
- explain any appropriate procedures that need following
- ensure new staff know and understand their role and responsibilities within the school
- feedback on any observations carried out
- relay any concerns to the Headteacher
- assess any training needs and provide opportunities to meet these

## **NQTs**

NQTs are included in all of the above programme which is structured to assist them in becoming part of the school team, whilst at the same time, increasing each individuals personal skills and expertise in teaching and aiding their continued development as professionals. The LA and the Headteacher will be responsible for the training and supervision of NQTs. The school will support this process by:

- providing an Induction Tutor as a Mentor to offer regular support
- monitoring closely progress and development
- setting regular objectives based on the Induction Standards for Qualified Teacher Status
- organising and carrying out informal and formal lesson observations
- reviewing progress towards objectives and meeting the Induction Standards at least termly
- providing 10% of no-contact time
- supporting NQTs in arranging visits to other settings
- offering opportunities to observe or work alongside other colleagues
- providing an annual Performance Management interview with the Deputy or Headteacher
- receiving a formal written report, as laid down in DfEE Circular 5/99, at the end of the year

## **Guidelines for supply teachers, students and volunteers**

Special guidelines are laid down for visitors to the school and these, along with an interview with the Headteacher, will be discussed and given out on arrival.