



Glenmere Primary School Induction Policy



1 RATIONALE

We recognise that the induction of new staff is vital to the ethos and efficiency of the school. We operate as a team offering support and encouragement to each other and this should start from a new member of staff's first introduction to us.

2 AIM

The aim of induction is to help new staff become fully effective as soon as possible in their new post. At Glenmere Primary School we aim to do this by appointing a nominated member of staff/mentor from whom guidance can be sought. They will be responsible for:

- introducing new staff to the school and the school's working practices;
- familiarising the new staff with the physical layout and resources within the school;
- providing new staff with information pertinent to their role within the school;
- providing a supportive and welcoming ethos for new staff members.

3 INDUCTION VISIT

Once appointed the new member of staff will be encouraged to visit the school prior to taking up appointment with us. During this meeting the new member of staff will be issued with an induction pack which includes the following information:

- Staff handbook
- School prospectus
- Access to relevant school policies
- Current school development plan
- Annual calendar for school improvement
- Diary dates
- Whistle Blowing Policy
- Confidentiality

4 MENTOR/NOMINATED MEMBER OF STAFF

As each member of staff takes up the post they will be supported by a mentor/nominated colleague from whom they can seek advice and guidance. All mentor staff will be as supportive and welcoming as possible to their new colleague.

5 ROLE OF MENTOR/NOMINATED STAFF MEMBER

The role of the staff member working alongside the new teacher/support staff is a crucial one. As well as encouragement and support they will provide day-to-day advice on the routines of the school, forward planning, resources etc.

6 SUPPORT STAFF

Teaching Assistants (TA's) will receive guidance from the Class Teachers with whom they will work and additionally from the SENCO in the case of support for pupils with specific educational needs. Any relevant aspects of their job description will be discussed.

7 CHECKLISTS

Attached are checklists for induction of teaching staff and TA's as appropriate.

GLENMERE PRIMARY SCHOOL

TEACHING STAFF INDUCTION CHECKLIST

Name of person supervising the induction:

This will normally be the Deputy Headteacher, who is responsible for making sure an effective and timely induction takes place, although this does not mean to say they are the person who will actually do all of the induction.

Member of Staff:

Pre-Induction

Item to be covered	Who	Tick when done
Arrange pre visit if possible		
Appoint mentor		
Agree who will be covering which aspects of induction		
Prepare induction pack		
Prepare job description		

TEACHING STAFF INDUCTION

A. By End of First Day / Previous to starting in the Autumn Term		Date completed	Who	Teachers initials
1.	Layout of the school			
2.	Introduction to staff			
3.	Introduction to Mentor			
4.	Explain checklist document/induction procedures			
5.	<ul style="list-style-type: none"> • Health and Safety issues/procedures • Child Protection including keeping children safe • Person responsible for H/S • Fire procedure • First Aid and Accident reporting • Children's medical info 			
6.	School security, key codes etc.			
7.	Confirmation of timetables/rotas/assemblies/daily routines/child protection			
8.	Relationships with parents, diaries/homework/confidentiality.			
9.	Child protection / CPOMS / GDPRIS			
10.	Supporting your child letter			

11.	Assessment Data for class			
12.	SEN, PP, EAL for each class			
13.	Timetables			
14.	Support Staff			
15.	Staff handbook			
16.	School Curriculum <ul style="list-style-type: none"> • Knowledge organisers • Progression grids • Medium term plans • Road maps • Knowledge recall grids • Examples books of good practice • Development plans – whole school and linked to your subject 			
17.	Certificates			
Arrange first week meeting time				

B. By End of First Week		Date completed	Who	Teachers initials
1.	Staff communication process, briefing/staff meetings			
2.	Special Needs information/procedures <ul style="list-style-type: none"> • Meeting with SENCO 			
3.	Arrangements for planning and liaison with other teachers			
4.	Discussion of implementation of school policies <ul style="list-style-type: none"> • Behaviour policy/sanctions/rewards • Marking policy • Child protection 			
5.	Staff agreements signed, laptop/pecuniary interests			
6.	Meeting with ICT co-ordinator <ul style="list-style-type: none"> • Computer login system • Access to emails • Available software • School website • iPads / Chrome Books ICT issues and support			
Arrange next meeting date				

C. By End of First Half Term		Date completed	Who	Teachers initials
1.	Feedback on how inductee is doing			
2.	Main points of School			

	Development Plan			
3.	Staff Training and Development – inductee needs?			
4.	Discussion of implementation of school policies <ul style="list-style-type: none"> • General policies 			
5.	Online child protection course if not currently up to date			
7.	Assessment Data review			
Arrange next meeting date				

D. By End of First Term		Date Completed	Who	Teachers Initials
1.	Feedback on how inductee is doing			
2.	Discussion of implementation of school policies <ul style="list-style-type: none"> • Outstanding Curriculum policies 			
3.	Performance Management			
4.	Staff Training and Development – inductee needs?			
Arrange next meeting date				

E. By End of First Year		Date Completed	Who	Teachers Initials
1.	Feedback on how inductee is doing			
2.	Check all policies/procedures/info have been covered			
3.	Agree Performance Management schedule			
General discussion				

Areas for further discussion/development etc.

Evaluation of induction process –Date for completion	
Any other issues	
Signed	
Signed (Inductee)	
Date	

Teaching Assistant INDUCTION

Name:

Job Title: Start Date:

Head Teacher's/SMT Checklist

To be explained/discussed/covered during the induction process within the first 2 weeks of employment.

		Date Completed	Who?	TA's Initials
1.	Introduction to staff			
2.	Person responsible for induction			
3.	Explain checklist/induction procedures			
4.	Health and Safety issues/procedures <ul style="list-style-type: none">• Child Protection procedures including keeping children safe• Person responsible for H/S• Fire procedure• First Aid and Accident reporting• Children's medical info			
5.	School security, key codes etc			
6.	General staff communication procedures			
7.	School calendar – INSET day arrangements			
8.	Role in discipline/behaviour/anti bullying strategies & giving encouragement and praise			
9.	Relevant Policies including behaviour and safeguarding			
10.	Staff Performance Management – who will be leading it and what are our key priorities.			
11.	School Development Plan			

