

TASKER MILWARD VC SCHOOL

STAFF INDUCTION POLICY

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1. Rationale

All members of the school community work best when they feel that there is support and encouragement for them and that their contribution to school is valued. It is, therefore, of benefit to both the school and the new members of staff, if a well planned induction programme is in place.

2. Purpose

The induction programme is designed to:

- Allow staff to integrate into the school community and work effectively as individuals and as part of a team.
- To make new staff aware of the school's philosophy, aims and objectives.
- To develop the knowledge and skills of new staff to provide job satisfaction and quality learning experiences for all pupils.
- To enable new teachers to recognise issues pertinent to them and be able to share experiences and ideas.
- To enable new staff to be confident in asking for and receiving help.
- To build confidence and expertise in the classroom and in other areas of responsibility.

3. Guidelines

- Applicants are provided with the opportunity to visit the school
- Relevant information is given to all new staff

- All new staff will meet key personnel in school
- All new staff will receive relevant training
- Support is provided from relevant members of staff

4. Procedures

Before taking up the post:

- Job details are sent to potential applicants
- School information is sent to potential applicants
- There is the opportunity to visit the school prior to the interview if requested by prospective candidates.

Once appointed:

- New staff are encouraged to visit the school prior to taking up the post where possible to meet their Line Manager, mentor and other colleagues
- New staff are shown how to access the staff handbook on the staff intranet. Timetables are issued where possible.

After taking up the post:

For new teaching staff:

- Meeting with the Headteacher
- Induction checklist issued and discussed
- ICT familiarisation with the Network Manager
- Meeting with SENCO to discuss procedures for pupils with learning difficulties
- Support from Line Manager, Mentor and Head of Year and other colleagues as appropriate.

NQT's will follow the procedures in the statutory guidelines for NQT induction.

For support staff:

- Complete the relevant paperwork with the staffing officer
- Meet Line Manager, Head of Department and other staff as appropriate
- Receive relevant training, ICT and resources familiarisation, where appropriate
- Set targets through performance review programme of the team.

The Staff Induction Policy should be read in conjunction with the Staff Development & Training Policy.