

# Policy for the Induction of Newly Appointed Staff - The Pochin School

## Introduction

- This policy was written in the Summer Term 2014 through a process of consultation with the teaching staff and approved by the Governing Body on 16 September 2014. It will be reviewed in accordance with the School Development Plan.

## Rationale

The Induction Programme for Newly Appointed Staff is the initial part of the school's Staff Development Programme, which involves *all* staff, both teaching and non-teaching.

Staff are our most expensive resource and form a large part of the investment of the school and as such the Induction Programme is planned and budgeted for in the School Development Plan.

As a school we feel it is important that *all* staff – both teaching and support staff, are inducted into the whole school team. Such induction must begin as soon as possible after staff have been appointed.

At The Pochin School all members of the school community are valued and respected as individuals as well as members of the Whole School Team. It is important that new staff are welcomed into the Whole School Team, helped to establish their role and position within that team and enabled to grow and develop as individuals as well as team members. It is vital that new staff are given every assistance in settling into school quickly and happily and are helped to 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 whole school 'works'.

## Purposes

- To make all staff feel welcome and at ease in their new environment
- To ensure the effectiveness and efficiency of all staff in their own role and within the whole school team
- To foster positive relationships between existing and newly appointed staff and to give meaning to school documentation
- To 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
- To ensure there is a system of support in place

## Guidelines

- At The Pochin School the Induction Programme for Newly Appointed Staff operates under the direction of the Headteacher. The Headteacher will usually appoint a "mentor" for a new member of staff who will help, reassure, guide, counsel, inform and listen to them.
- The Teacher in the class of a newly appointed Non-Teaching Assistant play a role in the Induction Programme for their new colleague. They are responsible for integrating them into the Team and familiarising them with class routines and procedures.
- All other staff in school also have a role to play in induction of any newly appointed staff. They all assist in integrating a new colleague into the whole school staff team. They are willing to share experiences and ideas, help in practical ways and offer support. Newly appointed staff are encouraged to approach any member of staff with any question or queries they may have.

## Procedures

### At the Time of Interview

Immediately following a successful interview the Headteacher will welcome the new colleague to the school and to answer any questions. At this stage certain documents are given to the new member of staff. These include:

- School Prospectus
- Staff Handbook
- Holiday list (including INSET Days)

The new colleague will be invited to look around the school if they have not already done so, and their classroom will be identified. In the case of a new teacher they will, if possible, meet their teaching assistant. In the case of a new teaching assistant they will meet the class teacher. The Headteacher will arrange some suitable dates when the new colleague is able to visit the school and begin the Induction Programme before the start of the new school term/year.

### **Pre-term Visits**

The headteacher or the mentor will explain the staffing structure in the school and introduce the new colleague to as many staff as possible. A further guided tour of the building will help them identify other classrooms, curriculum cupboards and stores etc. Points of general organisation will be discussed.

There will be opportunities for the new colleague to spend some time discussing any points or queries.

The Headteacher will ensure that ALL staff will be given the following documents to read and sign before they start:

- Safeguarding Policy
- Health & Safety Policy
- Whistleblowing Policy
- Fire procedures