



# New Brancepeth Primary School

## Staff Induction Policy

August 2019

## **Rationale**

Our priority is to raise standards and improve the quality of education for all our pupils. We believe staff who are well supported will be more confident in their roles and will help achieve this successfully. Therefore, all newly appointed staff, and those changing roles, will receive a programme of structured support and guidance as appropriate to their role.

## **Aims**

For staff to

- Integrate successfully into the school;
- Gain experience and develop professional expertise;
- Fulfil their job description successfully;
- Have opportunities for observation and discussion of their work with senior staff to discuss any difficulties that may be experienced;
- Identify their potential for career development and take advantage of opportunities for CPD;
- Consolidate their performance;
- Have opportunities to join in and contribute to discussions on school policy.

## **Procedures**

### **Teaching Staff**

All new staff should be given appropriate induction advice, training and resources by a member of the leadership team or other relevant staff as determined by the leadership team. This should include:

- National Curriculum documents
- Staff Handbook,
- School Brochure
- Policy documents and Strategic Development Plan.
- Schemes of work,
- Assessment advice, recording, reporting, resources and procedures,
- Class and set lists, health, safety and personal information
- Information on whole school resources.
- Timetables,
- SEND information, behaviour and inclusion procedures.

The headteacher or leadership team member will ensure new staff are given a guided tour of the school, identifying locations of resources, procedures, staff and other relevant information.

All new staff will be allocated a mentor to provide advice and support on a daily basis or new role requirement.

New staff have access to the headteacher or deputy headteacher to discuss additional training needs and difficulties they may be experiencing, in addition to Performance Management procedures. An informal discussion at the end of the first month and then half termly during the first year with a staff colleague will be held to identify and resolve any concerns.

### **Supply Staff**

Supply staff should:

- Be welcomed by the office staff and a member of the leadership team
- Be given relevant information on the class, curriculum and daily programme, timetable, regular procedures, and lesson plan by the class teacher (for planned absences) or member of the leadership team (for unplanned absences)
- Have access to head or deputy head if difficulties arise.

## **NQTs**

Induction for newly qualified teachers will be provided, following guidance from the DFE and the LA, taking account of the use of individual Career Entry Profiles.

Induction advice and resources will be provided as for all teaching staff by the induction tutor (Deputy Head)

Each NQT's induction should

- Match particular development needs, identified during training;
- Provide appropriate development related to the teacher's strengths
- Identify targets to be achieved for the first year of teaching;
- Provide opportunities for the teacher and induction tutor to record agreed targets and an action plan for their achievement, linking the teacher's needs with the School Strategic Plan and targets.

All NQTs take part in an induction-training programme arranged by the LA. This programme may include planned programme of training for curriculum, classroom management and personal development; regular discussions with experienced teachers involved in the programme.

NQTs are allocated a mentor for day-to-day advice and support.

NQTs teach 80% of the normal teaching week.

NQTs take part in the normal monitoring procedures and are provided with feedback to support assessment and development of the new teacher's practice. Senior staff provides additional supportive observation and feedback. The head and deputy headteacher are available to discuss any additional training needs and difficulties that may be experienced.

NQTs are not expected to take lead responsibility for a subject team in their first year, however they will be expected to support on two subject teams.

## **Non-teaching Staff TAs**

The SENDCO is responsible for the induction of LSAs. Classteachers, headteacher deputy headteacher and experienced support staff would provide additional support.

Induction should include:

- Introduction to school staff
- The opportunity to work shadow the existing post holder or person undertaking a similar job where possible
- Information on the school with access to the Staff Handbook and policy information.
- Timetables and group lists for relevant classes
- Information concerning the child/children for which they are responsible if appropriate
- Information on resources including SEND resources.
- Information on assessment, record keeping, the marking policy, the behaviour policy.
- Training in the use of the photocopier, comb binder, laminator.
- Introduction to the computer system
- Health and Safety information
- Information on training opportunities
- Information on policy and practices
- Introduction to the structure of the literacy and numeracy hours.

All staff will take part in Performance Review procedures.

An informal discussion will be held with the SENDCO during the first month and thereafter termly in the first year to identify and provide relevant support.

There will be termly team meetings.

### **Administrative staff**

The headteacher is responsible for the appropriate induction advice and training.

Induction information should include:

- Information on the school, including the school prospectus, the school aims,
- Policies, resources and procedures;
- Health, safety and security information;
- Training to implement ICT programmes and school administrative procedures
- Advice on treatment of confidential information, where appropriate, on children, staff and resources.
- Introduction to policies and practice.

All staff will take part in Performance Review procedures.

An induction and review meeting should be held with the headteacher at the end of the first month and then termly during the first year to identify and provide relevant support.

### **Lunchtime Assistants**

A member of the SLT is responsible for the induction of lunchtime staff. A named mentor will be provided to give support with daily practice and training.

Induction should include:

- Relevant information and instruction on the school, aims and policies;
- Information of Health and Safety, First Aid, security and behaviour policies and procedures;
- Relevant information to help them carry out their roles effectively.

### **Governors**

Governors have a vital role to play in providing support, advice and guidelines for the school. To enable the fulfilment of this role all new governors should be given current relevant school information, policy documents and School Improvement Plan data.

The Chair of Governors is responsible for the induction of new governors. The named governor for governor training, with the help of the Clerk of Governors, should provide the following information and resources:

- Opportunities for a tour of the school meeting the staff
- School brochure including staffing, OfSTED report and KS2 test information
- DFE Guide to the Law and induction to the role of governor.
- School and Governing Body Policy document including Instrument of governance.
- Dates and times of whole governing body and subcommittee meetings
- Access and information of previous governing body minutes, latest governing body report to parent and school newsletters
- Information and access to governor courses

## **New Children and their Parents**

We aim to integrate new children happily and successfully into New Brancepeth Primary School programme of work and opportunities.

The Early Years Teacher, in liaison with the headteacher, is responsible for the arrangement for induction and will make contact with contributing play groups/nurseries and arrange a plan of visits to meet staff and children. A home visit will also be made before they start school.

The purpose of these visits is to:

- Provide opportunities to gain the children's confidence and trust in a known person.
- Access and identify information on individual child's and the cohort's progress,
- Identify strengths and weaknesses, and make arrangements to match individual needs for support, welfare and SEND provision.
- Provide relevant information to group children in class according to ability, behaviour, physical and emotional needs.
- Provide information on aspects of transfer.
- Manage induction visits to Hutton CE Primary for children and their parents.

## **Parents and Children joining during the school year.**

The Headteacher aided by the Leadership team are responsible for the induction of new children and their parents. The minimum programme will include:

- Meeting with the Headteacher or Deputy Headteacher to discuss child's needs and provide school information.
- Guided tour around the school with an opportunity to meet the designated class teacher and class.
- School Brochure, School Events Dates, Behaviour Code, Home School agreement uniform and PE requirements
- Opportunity for the child to spend some time in school with the class before joining full time if appropriate

The classteacher will be responsible for the day-to-day induction of the child providing:

- A named buddy to support the child in daily routines
- Equipment - a reading book, exercise books, pencil and bag storage
- Information on homework, PE games, play/lunch arrangements, newsletters
- Assessment in liaison with SENDCO to identify learning/emotional needs
- Pastoral support and parental contact

## **Parent Helpers**

The Headteacher aided by the Deputy Headteacher are responsible for the induction of parent helpers. The minimum programme will include:

- Completion of the Disclosure and Barring Service (DBS) process (if applicable)
- Domestic arrangements
- Guided tour around the school with an opportunity to meet the designated class teacher and class.
- Training in the use of the photocopier, comb binder, laminator where appropriate
- Introduction to the computer system where appropriate
- Health and Safety information
- **Parent helping in school policy.**