

Appleton Wiske Community Primary School
Induction of New Staff Policy

Rationale

We recognise that the induction of new staff is vital to the ethos and effective running of the school. We operate as a team, offering support and encouragement to each other; this must start from a new employee's first introduction to our staff.

Aims

- To introduce new staff to the school and the school's working practices
- To familiarise new staff with the physical layout and resources within the school
- To provide new staff with information pertinent to their role within the school
- To provide a supportive and welcoming ethos for new staff members

Induction Visit

When appointed, a new member of staff will be invited to visit the school prior to taking up their post. On arrival at the school, the new member of staff should be given access to the following information:

- Staff handbook
- School prospectus (including EYFS)
- Current School Improvement Plan and School Self Evaluation Form
- Folders containing school policies
- Names of the designated safeguarding lead and deputy designated safeguarding lead
- Name of a nominated member of staff/mentor from whom guidance can be sought
- Contact telephone numbers
- Security door codes

The new member of staff should also be given any other relevant information they need at this time, e.g. class lists including medical, SEN and G&T information and access to curriculum documents.

Mentor/Nominated Member of Staff

Each new member of staff will be allocated another member of staff from whom they can seek support and advice. In addition, they will be given opportunities to work with the Head Teacher. All staff are asked to be as supportive and welcoming as possible to their new colleague. The role of the mentor or nominated member of staff is a crucial one. As well as encouragement and support, they will be able to provide day-to-day advice on the routines of the school, forward planning and resources.

Teaching Staff

Throughout their first year, there will be regular opportunities for new teaching staff to meet with their mentor and Head Teacher to discuss any queries or issues. These meetings will be informal and supportive in nature. They will address issues such as the ethos of the school (aims, values, policies, structures etc.), the classroom (organisation, behaviour, planning, record keeping etc.) and communication with parents (information, consultations, reports etc.). The new member of staff will also be issued with a clear job description. In the case of Newly Qualified Teachers (NQTs), the relevant NYCC policies and procedures will be followed.

Support Staff

Support staff and classroom assistants will be issued with guidelines on their roles and responsibilities, including aspects of support within the school. They will be provided with a specific job description.

Performance Management

All members of staff will take part in annual Performance Management reviews based on their own individual needs and directly related to the school's current SIP and SEF. Targets will be aspirational and achievable in order to reflect the high standards expected throughout the school.

Staff Meetings

The views of new staff members are actively sought at staff meetings and they are encouraged to add to the positive debate within the school.

Checklist

A checklist will be used for the induction of new staff, to be completed within four weeks of their start date.

Revised: January 2017

Review date: January 2020

Staff Induction Checklist

Head Teacher's Checklist

Name:

Job Title:

Start Date:

	To be covered during the first four weeks of employment	Date	HT	Employee
1	Layout of the school			
2	Introduction to staff			
3	Introduction to line manager and/or mentor			
4	Health & Safety policies and procedures			
5	Child Protection and Safeguarding policies and procedures			
6	Behaviour policy (discuss role within behaviour/anti-bullying strategies)			
7	School security and Acceptable Use Policy (AUP)			
8	Other relevant policies and implementation			
9	Teaching and Learning strategies			
10	Staff communication procedures			
11	School calendar			
12	Clarification of working hours/PPA and CPD time			
13	Arrangements for planning and liaising with members of staff			
14	Performance Management and Review procedures			
15	Discuss the school's current SIP and SEF			

Signed _____
(Employee)

Signed _____
(Head Teacher)

Date _____

