Grand Avenue Primary and Nursery School

Induction Policy

Contents

Aims
At Grand Avenue Primary and Nursery School the aim of our induction programme is to ensure staff can produce a high standard of performance in a short period of time. Thus enabling employees to understand the vision, aims, objectives and practices of the school and feel fully involved.

Effective induction is key to building a culture of continuous improvement. All newly appointed staff will receive a programme of structured support and guidance appropriate to their role, ensuring all individuals;
- Feel welcome and comfortable in their new working environment and integrate successfully into the school
- Understand what is expected of them and are provided with support in meeting those expectations
- Are able to gain experience and develop their professional expertise within the context of the school development plan and their own professional needs
- Feel job satisfaction, personal achievement and are able to contribute to improving and developing the overall effectiveness of our school
- Feel able to contribute to the raising of standards and effectiveness of the school
- Are able to meet the needs of the whole school community

Responsibilities
Overall induction is the responsibility of the Senior Leadership team. Each new member of staff will be appointed a mentor and line manager to oversee the induction process. These assigned members of staff will have the knowledge understanding and skills to lead the induction required.

Procedures
This policy will apply to all new staff but it is acknowledged that different roles may require a different and more specific induction programme. This policy is therefore split into a number of sections;

Overall induction
Induction for teachers
Induction for NQT's
Induction for teaching assistants/NNEB
Induction for Office staff
Induction for SMSA's
Induction for Site manager

Clear records will be kept by the mentor and new member of staff outlining exactly how and when induction has taken place. Records will also be kept of an evaluation of the induction procedures on proforma provided.

Regular evaluation of the process is built into the programme and will inform the mentor of the need for further support and of any changes required to the policy.

Overall Induction
The following table sets out the programme of Induction for all new staff

PRE START		
	Actioned By	**Completion Date**
Welcome Pack Welcome Pack sent out including: • Welcome letter from the head teacher • School prospectus • Staff handbook • Travel information and map • Term dates • Job description • Confirmation that contract will be sent directly by RBK	Office	

FIRST DAY		
	Actioned By	**Completion Date**
Introductions • Tour of school, including toilets, staffroom, parking, tea/coffee facilities, lockers, photocopier, key codes, entry fob • Identity badge • Introduction to colleagues • Introduction to pupils (where appropriate) • Introduction to induction programme and mentor	Line Manager	
Terms and Conditions (where not detailed in staff handbook or welcome letter) • School's HR • Payroll dates and deadlines • Banking arrangements • Emergency contacts • Holiday, dependency leave, absence procedure • Confidentiality	Bursar	
Routines • Timing of day including assemblies and registration • Staff meetings/INSET • Hours of work/timetable if appropriate	Line Manager	

• Signing in/out • End of day routines for class/clubs		

FIRST WEEK		
	Actioned By	**Completion Date**
School Structure and Culture • Staffing structure overview including role of governing body • School culture and values	Line Manager	
ICT and Technology • Computers, admin and curriculum network, printers • Passwords • Intranet • Web access and email • Cameras • Hall projector/controls, TV, sound system	Mentor	
Communications • Pigeon holes • Message board • Avenews • Internal/external post • Internal/external telephones • Fax • Room bookings • Timetables • Use of mobiles • Newsletter • ParentMail	Mentor	
Resources • Stationery - where to find resources and how to order	Mentor	
Health and Safety To include: • Emergency Exits • Emergency procedure • Fire Procedure • First Aid • Accident Reporting • Risk Assessment	Line Manager	
Review • First week review	Line Manager	
Evaluation • Meeting to complete evaluation proforma	Line manager	

BY FIRST HALF OF TERM		
	Actioned By	**Completion Date**
School Policies Reference to: • Code of conduct • Anti Bullying and Harassment • Equal Opportunities • Restraint • SEN	Line Manager	
SEN • Refer to Inclusion checklist	Inclusion Manager	
Child Protection • Safeguarding • Child Protection Procedures and training	Inclusion Manager	
School Development Plan • Overview	Line Manager	
Settling In Meeting • Informal meeting to chat about how inductee is settling in, any concerns, problems and guidance on next steps of programme.	Mentor	
CPD/Training and Development • Overview of performance management and staff development process • Identification of initial training needs • Discussion of expectations through completion of role specific induction checklist	Line Manager	
Review • Meeting to discuss settling in, any problems and update of where inductee is in programme. • Complete evaluation proforma	Line Manager	

BY END OF FIRST TERM		
Settling In Meeting • Informal meeting to chat about how inductee is settling in, any concerns, problems and possible training opportunities.	Mentor	
CPD • Identify further training opportunities • Discussion on performance management cycle, slotting into cycle for current year with target setting where appropriate	Line Manager	
Review and Evaluation • Induction Debrief • Meet to complete evaluation proforma	Line Manager	

Induction for Teaching Staff

In addition to Overall Induction the following programme is designed specifically for newly appointed teaching staff. This includes full time teachers, part time teachers and teachers with no direct class responsibility ie PPA cover

FIRST DAY		
	Actioned By	**Completion Date**
- Registers - Classroom organisation - Proformas for planning - Uniform - Routine of day		

WEEKS ONE AND TWO		
	Actioned By	**Completion Date**
- First aid - Assessment procedures - Contacting SLT due to absence - Punctuality and Attendance procedures - Parents/communication - Routines for swimming		

BY END OF FIRST TERM		
	Actioned By	**Completion Date**
- CPD procedures - Observations		

BY END OF SECOND TERM		
	Actioned By	**Completion Date**
ROA (interim and end of year)		

Induction for NQT's

In addition to Overall Induction the following programme is designed specifically for newly qualified teachers.

BY END OF FIRST WEEK		
	Actioned By	**Completion Date**
• Meet with NQT mentor to discuss Career entry profile and areas for development		

BY END OF FIRST THREE WEEKS		
	Actioned By	**Completion Date**
• Timetable of support agreed • Courses discussed and booked		

Induction for Teaching assistants

In addition to Overall Induction the following programme is designed specifically for teaching assistants and NNEB's

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BY END OF FIRST WEEK		
	Actioned By	**Completion Date**
• Discussion with SENCO/line manager with regards timetable • Met with class teachers to discuss children, planning and record keeping • Specific resources (location)	SENCO	

BY END OF FIRST TERM		
	Actioned By	**Completion Date**
• Support with school jargon	Mentor	

Induction for Office staff
In addition to Overall Induction the following programme is designed
specifically for office staff

At the outset of this induction programme a relevant timeline will be decided
between the inductee and their line manager and will depend upon time
available for handover and experience of the individual.

TASK	Actioned By	Completed (✓)
General		
Using the telephone and fax machine		
Using the door entry systems		
Signing in and out procedures – pupils, visitors, staff		
Visitor procedures – regular, scheduled and ad hoc		
Sending and receiving email		
Dealing with incoming and outgoing post		
Dealing with deliveries		
Managing the school diary		
Creating, distributing and filing standard letters and forms		
Photocopying, laminating and binding		
Using ParentMail		
Procedure for School dinner money		
Fire drill/emergency procedures and responsibilities		
First aid procedures and arrangements for sick children		
Milk and Fruit deliveries		
Fruit cards		
Pupil records – organisation and type		
Messages during school day – for teachers and pupils		
Logistics of school office		

Attendance		
Class teachers and registration procedures		
Management of registers		
Pupil absence management - chasing unreported absence, holiday forms, attendance reporting, appointments during school day		

SIMS.net		
SIMS.net pupil records – reviewing and updating		
Pupil Data sheets		
SIMS.net staff records – reviewing and updating		
Reporting – running reports, creating reports, exporting reports for mail merge and data analysis, address labels		
Updating pupil attendance		

TASK	Actioned By	Completed (✓)
Events, meetings and routines		
Parent/Teacher meetings administration		
School activities – letters, setup, programmes, tickets		
BikeAbility – administration process		
School Trips – administration process		
School Trips - insurance		
Vacancies – administration process		
Timetables		
Calendar – Head teacher – reviewing and booking meetings		
Room bookings		

Website		
Updating scrolling message		
Updating calendar		
Adding new letters/forms		

Clubs		
Administration Process		
Lettings Fee for club providers – administration process		

Terminology		
Explanation of regularly used terminology		
Explanation of regular visitors to school		

The tasks below are not carried out by all members of office staff.

	Relevant to role?	Completed (✓)
Staff Absence recording and reporting procedure		
Banking		
CRB Administration for staff, club providers, visitors, volunteers		
School Fund administration		
Voluntary Fund administration		

Induction for SMSA's

In addition to Overall Induction the following programme is designed specifically for SMSA's

BY END OF FIRST WEEK		
	Actioned By	**Completion Date**
- Routines and procedures - SMSA handbook - Times of duty - Working with children - Reporting incidents - Communicating with staff	Line manager	

BY END OF FIRST HALF TERM		
	Actioned By	**Completion Date**
- Procedures when unable to work - Health and Safety during Lunchtime - Structured play/rotas	Line manager	

Induction for Site Manager
In addition to Overall Induction the following programme is designed
specifically for the site manager

BY END OF FIRST WEEK		
	Actioned By	**Completion Date**
• Opening and locking procedures • Risk assessment of site and building • Cleaning procedures • Organisation of Pool duties (including use of chemicals) • Fire drill	Line manager	

BY END OF FIRST HALF TERM		
	Actioned By	**Completion Date**
• Communication with staff • Health and Safety procedures • Fire safety responsibilities • Outside agencies and contracts • COSHH • Meeting with SLT	Line manager	

BY END OF FIRST TERM		
	Actioned By	**Completion Date**
• Duties during school holidays • Overtime • GASPA • Site management including Grounds maintenance and litter	Line manager	

On completion of the relevant induction programme, please sign and date below and return to the school office. This checklist will be filed as evidence that a new staff member has successfully completed the school's induction programme.

Inductee
I can confirm that I have completed the induction programme as detailed above and have received all relevant information.

Signature:	
Date:	

Line Manager
I can confirm that the induction programme has been completed satisfactorily and that the relevant evaluation forms have been completed.

Signature:	
Date:	

EVALUATION FORM

To be discussed and complete with Line manager as set out in induction programme

Please indicate at which point during induction programme form is being completed

End of first week/end of first half term/end of term

Statement	Review notes
I am happy with the support I have received regarding induction	
I know who to approach if I am unsure about procedures and routines	
I am able to fulfil my role effectively	
I need to know more about…	

Date _____

Signed by inductee_____

Signed by Line manager_____