

Staff Induction Policy

This Policy is made available to all staff.

1. Introduction

This policy is made available to all staff of *Lion House – a Hurlingham School* on our staff area on the network, and a hard copy can also be viewed in the School Office.

All members of our school community are valued and respected as individuals as well as members of the school team. We feel it is important that all staff both teaching and non-teaching, are inducted into our school team and are helped to gain a knowledge and understanding of the philosophy and ethos of our school, as well as routines and practices.

This policy outlines the programme, which will be used at *Lion House – a Hurlingham School* to induct any newly appointed staff from January 2018 onwards and forms their initial Professional Development at our school.

2. Aims

Our priority is to raise standards and improve the quality of education for all of our pupils. We believe that staff who are well-supported and confident in their own roles are central to achieving this aim.

Our induction procedures aim to provide all newly appointed staff with a programme of structured support and guidance as appropriate to their role. It will:

- make all staff feel welcome and at ease in their new environment.
- ensure the effectiveness and efficiency of all staff in their own role and within the whole school team.
- foster positive relationships between existing and newly appointed staff.
- give meaning to school documentation.
- enable new staff to understand the philosophy and ethos of our school.
- observe good practice so that it can be reflected in their own work.
- ensure that there is a system of support in place.

3. Roles

3.1 Induction Co-ordinator

At our school, the Induction Programme operates under the direction of the CPD Co-ordinator, who regularly consults with the Head of Nursery and Pre-Prep and the Headmaster. The CPD Co-ordinator acts as 'Induction Co-ordinator' for newly appointed staff.

The Induction Co-ordinator is there to help, reassure, guide, counsel, inform and listen, and is responsible for guiding new staff through the school documentation, whole school issues and for organising any support meetings that are felt appropriate.

Staff working on the Gwendolen Avenue site must follow up their induction training with a site specific briefing from the Head of Nursery and Pre-Prep.

3.2 Buddy

The teachers who work in the same section as the newly appointed teacher have the role of a 'Buddy', which is an important role in the Induction Programme. These colleagues act as a 'friend', guide, supporter and advisor, offering support on a daily basis, as appropriate.

A newly appointed non-teaching member of staff or a teacher who is appointed to take on a teaching role other than that of a Form Teacher will have one particular colleague to act as their 'Buddy'.

Members of staff taking on the role of a Buddy will discuss their role in the Induction Programme with the Induction Co-ordinator before the new colleagues begin their roles at our school. Appendix 1 highlights some of the areas with which a Buddy can help newly appointed staff.

3.3 All Staff

All of our existing staff will assist in integrating a new colleague into the whole school staff team. They will share experiences and ideas, help in practical ways and offer support. Newly appointed staff are encouraged to approach any member of staff with any questions or queries they may have.

4. Procedures

4.1 At the time of interview

Following a successful interview our Head of Nursery and Pre-Prep will contact the new member of staff to welcome them to our school and answer any questions. At this stage certain documents will be made available to the new member of staff.

These include:

- Staff Handbook
- Term Dates (including INSET days)
- Staff details.

For all newly appointed teachers and teaching assistants the Head of Nursery and Pre-Prep will arrange a suitable date for an initial visit, when the new colleague is able to come to our school and begin the Induction Programme before starting their role.

4.2 Initial Visit and New Staff Induction Day

If possible all newly appointed teachers and teaching assistants will visit the school for at least one day during term time before beginning their role. If the role begins at the beginning of a new academic year, this will usually be the Putney Bridge Road site's 'moving up' day. At this stage our Induction Co-ordinator will explain and give out further documentation if available. This may include:

- Key policies
- Timetables
- Class lists and class records
- Diary dates (including dates of all major events in the school year)
- Passwords and Log in details for the computer network, photocopier and school website.

During this day, the Induction programme will include:

- Safeguarding and all Child Protection Policies (including the identity of the designated member of staff and Part One of Keeping Children Safe in Education - KCSIE)
- Staff Handbook (including the Code of Conduct and Whistleblowing procedure)
- An explanation of the staffing structure in our school.
- Being introduced to as many of our staff as possible
- A guided tour of the Putney Bridge Road site
- Time to discuss any points or queries with the Induction Co-ordinator.

If the above elements of the Induction programme are not completed during the Initial Visit, they will be covered during an INSET day at the beginning of a new term.

For other staff, such as office, kitchen or peripatetic staff, induction procedures and documentation applicable to their role will be given on their first day in School and there is no requirement for an initial visit. These will include:

- Tour of the school
- Staff Handbook, highlighting particularly sections related to their job descriptions.
- Health and Safety Policy
- Safeguarding/Child protection policy
- Anti-bullying policy
- Behaviour & Sanctions policy
- Fire and Emergency Procedures
- First Aid

- Specific job related training e.g school administrative systems, kitchen safety.

The School Cook is responsible for the induction of kitchen staff and the Principal is responsible for the induction of administrative staff.

4.3 Induction Meetings for Teachers and Teaching Assistants.

Teaching Staff

The Head of Nursery and Pre-Prep will meet the new colleague(s) early in their new roles in order to plan details of the Induction programme for the year.

A series of regular Induction Meetings will be arranged between the new colleague and the Head of Nursery and Pre-Prep, or a senior teacher to whom she has delegated this responsibility. These meetings are confidential and they may take place during lunchtime, in 'twilight' meetings after school or during non-contact time. It may be possible to occasionally arrange these during the school day if cover can be organised.

The main area of focus for each meeting will be decided in advance. This may be looking at a particular document or school policy, considering a section of the staff handbook or a meeting with another member of staff.

At the start of every term some time will be spent looking in detail at the Diary for the term so that major events such as Parent Evenings or Welcome Evenings can be planned. Some meetings will also be used to consider planning and other paperwork, which all teachers need to complete at certain times of the year.

A record of the meetings will be kept (see Appendix 2).

Non-Teaching Staff

The Principal will meet with the new non-teaching staff early in the term for a discussion session when any queries or questions will be answered. The Principal will explain that he/she will be available on an informal basis at any time.

4.4 Other Parts of our Induction Programme

- Inset days

Our Induction Programme also includes four non-pupil training days for teaching staff, some of which non-teaching staff may be invited to attend.

- Staff Meetings

All teaching staff attend regular staff meetings. These meetings form a useful part of the Induction Programme for teaching staff.

- Professional Development Review.
(See Professional Development Policy)

- Lesson Observation by the Headmaster or Head of Nursery and Pre-Prep

All newly appointed teaching staff will be observed by the Headmaster or Head of Nursery and Pre-Prep in their first year at our school. This will be followed by a 1:1 feedback meeting.

4.5 Newly Qualified Teachers - NQT's

Induction for all newly qualified teachers will be provided, and it is our intention that this will follow guidance from the Independent Schools Induction Panel (ISTip) or IAPS, as it does on the Putney Bridge Road site.

All NQT's will be allocated a trained mentor who will support the proposals and processes of the Career Entry Profiles.

- All NQTs take part in an induction-training programme arranged either by the LA or IAPS. This programme may include: opportunities to visit schools to observe good practice; a planned programme of training for curriculum, classroom management and personal development; regular discussions with experienced teachers involved in the programme.
- NQTs teach 90% 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. Additional supportive observation and feedback is provided by senior staff.
- Our Head of CPD will be available to discuss any additional training needs.
- Our Headmaster will be available to discuss significant difficulties that may be experienced.

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 mentor to record agreed targets and an action plan for their achievements linking to the teacher needs.

Teachers training through a school-based accreditation route whilst employed at our school will follow a similar induction programme to NQT's, as outlined above.

4.6 Supply Staff (employed for less than 1 month)

- On their first visit to our school, supply staff will be welcomed by the Head of Nursery and Pre-Prep and given a tour of the school.
- If the absence is planned in advance supply staff will be provided with class timetable and lesson plans by the absent member of staff.

4.7 Volunteers and Parent Helpers

The Headmaster and Principal are responsible for the induction of parent helpers and volunteers. The minimum programme will include:

- Completion of the DBS process.
- A guided tour, if the volunteer is unfamiliar with the school.
- Opportunity to meet designated class teacher and class, if applicable.
- Health and Safety policy.
- Safeguarding children and child protection policy.
- Fire and Emergency Procedures.
- First Aid.
- Applicable sections of the Staff handbook.

5. Review of the Policy

The Head of Nursery and Pre-Prep will continuously evaluate, review and update this policy. Such updating will be based on the experiences of recently appointed staff, taking into account their comments and ideas.

Date of policy: November 2009

Date of last review: November 2017

Date of next review: July 2018

Appendix 1

Areas with which a Buddy can help Newly Appointed Staff

- Long-Term and Medium Term planning
- Weekly planning
- Day-to-day organisation
- Class and school routines
- Use of books and resources
- Marking and presentation
- Record Keeping – teacher assessment, class lists, reading records etc
- Reading Scheme
- Home Reading Diary
- Behaviour Policy
- Classroom Timetables & Room bookings
- Library loans
- Handwriting style
- Use of photocopier & other equipment.
- Requesting resources
- Working with the classroom assistant
- PTA

Suggested Topics for Induction Meetings

- Aims and ethos of the school
- Behaviour management
- Diary for each month/term
- Teacher planning documents
- School Development Plan
- Health and Safety requirements
- Role of the subject leader
- Professional Development Review Cycle
- Resources
- Working with Classroom Assistants
- Child Protection with Designated Person
- Special Needs with SENCO
- Assessment Procedures with Deputy Head(Curriculum)
- Use of ICT Resources with Head of ICT.
- Written reports to parents
- Open nights and parent interviews
- School events such as Sports Day & Christmas Fair
- Keeping pupil records and database
- Registers
- Assemblies
- Class out of school trips
- Staff Handbook Sections
- School Policies
- School Website
- School Newsletter
- Schemes of Work with Heads of Subjects.
- Parent Evening Records & Parent Meeting Forms

Hurlingham School
Induction Meetings Record

Name:

Job Title:

To be completed and signed by the Induction Co-ordinator at the end of each meeting.

Date	Items Discussed	Comments/Action

Appendix 3

Record of Documentation for Newly Appointed Staff to Hurlingham School.

Name:

Please sign and date the appropriate box when you have read the following documentation. Hard copies are available from the School Office and in the Staff Library. Electronic copies are available on the school website.

Documentation	Date & Signature
Staff Handbook	
Curriculum, teaching & learning Policy	
Health & Safety Responsibility & Powers Policy	
Management of Health & Safety Policy	
Safeguarding/ Child Protection Policy	
Anti-Bullying Policy	
Rewards & Sanctions Policy	
Fire Safety, Procedures & Risk Assessment Policy	
Educational Visits Policy	
Equal Opportunities Policy	
EAL Policy	
LDD Policy	
Complaints Procedure Policy	
Assessment, Recording & Feedback Policy	
Proximity Card No: _____	
Photocopier number	
Email	Address
	Password