

INDUCTION AND SUPPORT OF NEW STAFF POLICY



Context

At Ratton School, we understand that the induction of new staff is vital to the ethos of the school. We operate as a team offering support and encouragement to each other and this begins with a new member of staff's first introduction to us.

Status	Statutory/Non Statutory
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Purpose

- To introduce new staff to the school and acquaint them with the school's working practices and ethos
- To familiarise the new staff with the policies, physical layout and resources within the school
- To provide the new staff with information pertinent to their role within the school, including any management responsibilities
- To provide a supportive and welcoming ethos for new staff members
- To explain how Ratton School will help the member of staff make an effective contribution, and to further their professional development

Consultation	<ul style="list-style-type: none"> • AHT CPD, Head Teacher, Staff, Governors
Relationship to other policies	<ul style="list-style-type: none"> • ITT • NQT induction policy
Relationship to standard operating procedures	<ul style="list-style-type: none"> • Recruitment • Recruitment - Vetting & Checking

Role	Responsibility
Governors	<ul style="list-style-type: none"> • Establish this policy • Monitor and review the effectiveness of this policy
Headteacher	<ul style="list-style-type: none"> • Ensure structures are in place to support the effective implementation of this policy • Consult on this policy
Assistant Headteacher CPD	<ul style="list-style-type: none"> • Take a lead in acquainting new teaching staff with the school's working practice and ethos • Provide new teaching staff with a subject mentor • Ensure new teaching staff have access to all relevant resources policies and ICT facilities

Assistant Headteacher Cover and Calendar	<ul style="list-style-type: none"> • Take a lead in acquainting new cover supervisors and supply staff with the school's working practices and ethos
Business Manager	<ul style="list-style-type: none"> • Take a lead in acquainting new associate staff with the school's working practices and ethos
Mentor	<ul style="list-style-type: none"> • The mentor will support and offer advice and guidance for the new member of staff and, in addition, the new member of staff will be given opportunities to work with a promoted member of staff or the Headteacher • As well as encouragement and support the mentor will provide day-to-day advice on the routines of the school, forward planning, resources, an understanding of the use of SIMs and the reporting and recording systems
ICT Network Manager	<ul style="list-style-type: none"> • Will provide all new staff with access rights to all the schools electronic modes of communication

Arrangements for Monitoring and Evaluation

- New staff will be asked to complete an evaluation on the induction procedure to be reviewed by the AHT CPD and reported to the leadership team
- Mentors will informally, throughout the year, report to AHT CPD on the induction process

Date established by Governing body:	March 2009
Date for full implementation:	March 2009
Date of review:	March 2011

ANNEXES

Once appointed, all new members of staff are encouraged to visit the School prior to taking up appointment. During this meeting or on arrival at the school the new member of staff should be issued, or offered access electronically to, the following information -

- A copy of the staff handbook which is updated annually
- A copy of the current school improvement plan
- A copy of the annual calendar
- A folder containing school policies and guidelines
- A staff list with responsibilities and contact numbers
- A 'who do I see when.../ what do I do if....' help sheet
- A copy of teachers' conditions of service/job description or guidelines/job description for support staff
- The name of a nominated member of staff/mentor from whom guidance can be sought
- Contact telephone numbers of the School and email contacts of line manager and mentor
- The new member of staff should also be given any other relevant information they may need at this time

Teaching Staff

In addition to the above, in the course of their first school term, there will be regular opportunities for teaching staff to meet with the Line Manager to discuss issues of concern to new staff. These meetings will be informal and supportive. They will address common issues such as the ethos of the school (vision, aims, values, policies, structures etc), the classroom (management, organisation, discipline and behaviour, planning, record keeping), teaching and learning (homework, marking, lesson structure, etc) and communication with parents (sharing plans, information for parents, meetings with parents etc). They will also be issued with a clear job description.

NQT Staff

Please refer to NQT induction policy for detailed outline of support

Associate Staff

Associate Staff and Teaching Assistants will be issued with guidelines on their roles and responsibilities and aspects of support within the school and a specific job description. They will also be given clear guidance on all day to day procedures in the School

Supply Staff

Supply staff will be issued with guidelines on their roles and responsibilities and aspects of support within the school and a specific job description. They will also be given clear guidance on all day to day procedures in the School

