

Inspiring Futures; Developing Tomorrow
ATT Induction Programme 2021-2
Cambridge Hub

Induction Day 1: July 28th 9.00am- 3pm

Induction Day 2: July 29th 9.00am- 3pm

Venue: Cromwell College, Cambridge- report to main reception

Time: Registration and Refreshments from **8.45am**

Dress Code: Smart casual

Lunch: will be provided

Equipment: please **bring 3 items** to share that tell us something about who you are and what is important to you in life. Please bring a passport-sized photo and any outstanding certificates/proof of identity for DBS.

Day 1 Induction Agenda (Schedule may be subject to change)

Time	Session
8.45am	Registration and Refreshments
9.00 –9:30 am	Welcome, Introductions and Icebreaker
9:30 -11.00am	<p style="text-align: center;">The Role of the Teacher</p> <ul style="list-style-type: none"> • Developing the skills, characteristics and habits of an effective Teacher • Reflecting on personal and professional values
11:00-11.15	Break
11:15 -12.30	<p style="text-align: center;">The Role of the Teacher Cont'd</p> <ul style="list-style-type: none"> • Effective teaching- Art or Science? • An introduction to the Teachers' Standards: what they mean and how to evidence • Teachers' Standards in Action- Pre Course observation
12:30- 1.00	Lunch
1.00- 2.00	<p style="text-align: center;">Great Expectations</p> <ul style="list-style-type: none"> • Exploring the professional role of the trainee teacher • Part 2 of the Teachers' Standards
2.00- 2.15	Break
2.15- 3pm	<p style="text-align: center;">Plenary</p> <ul style="list-style-type: none"> • Car Park Questions • Next Steps and Take Away Tasks
3.00 pm	Depart

ATT Induction Programme 2021-2

Induction Day 2: June 29th 9.00am- 3pm

Venue: Cromwell College

Time: Registration and Refreshments from 9am

Dress Code: Smart casual

Lunch: will be provided

Day 2 Induction Agenda: (Schedule may be subject to change)

Time	Session
8.45am	Registration and Refreshments
9.00 – 9.15	<ul style="list-style-type: none"> • Table Talk: Peer Networking
9.15 – 10.00	<p>Your School Direct Course</p> <ul style="list-style-type: none"> • An Introduction to the Course, assessment and documentation • FAQs
10.00- 11.15	<p>Safeguarding and PREVENT: The Law and Statutory Guidance</p> <ul style="list-style-type: none"> • What you need to know, now! • PREVENT training • e-safety • Q and A Session
11.15-11.30	Break
11.30- 12.30	<p>The Art of Critical Reflection</p> <ul style="list-style-type: none"> • An Introduction to Reflective practice • The importance of self -awareness, E.I and reflective practice in teaching
12.30- 1.00	Lunch
1.00-1.45	<ul style="list-style-type: none"> • NQT Panel • Advice from those who have been there and succeeded • Q and A panel
1.45- 2.00	Break
2.00 – 3pm	<p>Taking Stock</p> <ul style="list-style-type: none"> • Dear Me... Reflecting on the last 3 days • Worry Bingo and 'what if'.... • Car Park questions answered • Next steps and evaluations
3 pm	Depart

Inspiring Futures; Developing Tomorrow

ATT Induction Programme 2021- 22

Induction Day 3: July 30th 8.30am- 3.30pm

Venue: Your A Placement School

Time: 8.30am report to reception

Dress Code: Smart, formal

Lunch: provide your own

Please follow the school Induction checklist below:

Inspiring Futures; Developing Tomorrow

School Information and Procedures	• Who's who? SLT structures and responsibilities	<input checked="" type="checkbox"/>
	• Who's who? Pastoral teams	<input type="checkbox"/>
	• Curriculum map and pastoral structures	<input type="checkbox"/>
		<input type="checkbox"/>
	• Pupil numbers on roll	<input type="checkbox"/>
	• School map	<input type="checkbox"/>
	• Fire assembly point	<input type="checkbox"/>
	• School email address	<input type="checkbox"/>
	• Access to ICT facilities, log in and username	<input type="checkbox"/>
	• Absence and inclement weather procedures	<input type="checkbox"/>
	• School policies, rules and routines incl. homework	<input type="checkbox"/>
	• Uniform, discipline and rewards policies	<input type="checkbox"/>
	• Safeguarding procedures, Designated Child Protection Officer	<input type="checkbox"/>
	• SEND policies and SENCO	<input type="checkbox"/>
	• EAL Coordinator	<input type="checkbox"/>
	• Data protection procedures, including use of photography	<input type="checkbox"/>
	• Health and safety procedures	<input type="checkbox"/>
	• Methods of communicating with parents	<input type="checkbox"/>
	• Community context	<input type="checkbox"/>
	• Meetings and CPD calendar	<input type="checkbox"/>
	• Governing Body Members	<input type="checkbox"/>
	• Post 16 availability	<input type="checkbox"/>
	• Ofsted report and school improvement priorities	<input type="checkbox"/>
	• Whole school initiatives	<input type="checkbox"/>
	• Extra curricular opportunities	<input type="checkbox"/>
• Personal storage (if available)		
• School day times	<input type="checkbox"/>	
• DBS clearance with HR and contract		
Department/phase Information	• Department staffing structure	<input type="checkbox"/>
	• Lesson planning templates	<input type="checkbox"/>
	• Lesson observation templates	<input type="checkbox"/>
	• Curriculum plans/syllabus/ schemes of work	<input type="checkbox"/>
	• Access to pupil performance related data	<input type="checkbox"/>
	• Department timetable including behaviour support	<input type="checkbox"/>
	• Individual teaching timetable/room allocation	<input type="checkbox"/>
	• Department contact details	<input type="checkbox"/>
	• Teaching assistants	<input type="checkbox"/>
	• Key events/ school calendar	
Course requirements	• Senior/mentor familiarity with course Handbook	<input type="checkbox"/>
	• Timetabled 45 minutes meeting schedule and room location	<input type="checkbox"/>
	• Timetable for observations and observing others	<input type="checkbox"/>
Expected standards	• Personal and professional conduct, dress code	<input type="checkbox"/>
	• School absence protocols	
Other	• Schedules of meetings you are expected to attend	<input type="checkbox"/>
	• Year group/ tutor meetings	<input type="checkbox"/>
	• Tutor group allocation/ involvement with PSHE	<input type="checkbox"/>
	• Parents' evening dates	<input type="checkbox"/>
	• Staff room/ coffee/lunch facilities and arrangements	<input type="checkbox"/>
	• Parking	<input type="checkbox"/>