

ATT Induction Programme 2021-2 Suffolk/ Suffolk North Hub

- Induction Day 1:** July 5th 9.00am- 3pm
Induction Day 2: July 6th 9.00am- 3pm
Induction Day 3: July 7th 8.30am- 3.30pm (School)

Venue: Chantry Academy, Ipswich - 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>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>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>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>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: July 6th 9.00am- 3pm

Venue: Chantry Academy, Ipswich

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 ATT 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

Induction Day 3: July 7th 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:

| | | |
|--|--|-------------------------------------|
| 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"/> |
| | • 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) | <input type="checkbox"/> | |
| • School day times | <input type="checkbox"/> | |
| • DBS clearance with HR and contract | <input type="checkbox"/> | |
| 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 | <input type="checkbox"/> |
| 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 | <input type="checkbox"/> |
| Other | • Schedules of meetings you are expected to attend | <input type="checkbox"/> |
| | • Year group/ tutor meetings | <input type="checkbox"/> |



Active Teacher Training
CAMBRIDGESHIRE AND SUFFOLK

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| | | |
|--|--|--------------------------|
| | • 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"/> |