



Golden Hill Short Stay School

Induction Policy 2024

Golden Hill School is committed to safeguarding and promoting the welfare of the children in its care and adults who are employed by the school. The induction programme is a vital process that is undertaken to support new employees. The programme is designed to help new employees to become familiar with the requirements of their position, and learn about the school, culture, ethos and working practices effectively so that they become efficient, knowledgeable and confident and as quickly as possible.

The aims of this policy:

The Induction Policy and the Induction Procedures aim to provide all newly appointed staff, and those changing role, with a programme of structured support and guidance appropriate to their role to enable them to:

- Integrate successfully into the school or new role.
- Consolidate their performance.
- Gain experience and develop professional expertise.
- Fulfil their job description successfully.
- Have opportunities for observation and discussion of their work with leader/line manager to discuss any areas of development and identify professional development needs.
- Identify their potential for career development and take advantage of opportunities for CPD.
- Provide child protection training and assess its effectiveness.
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising pupil attainment, and meeting the needs of pupils, parents and the wider community.
- Ensure all staff have a Code of Conduct understand what is expected of them and understand support available to achieve those expectations.

The Induction Programme will include:

- An induction checklist of policies, procedures and training to be covered.
- Details of help and support available, mentoring and shadowing if appropriate.
- Familiarisation of the work environment.

All Staff

All staff should be given appropriate induction advice, training and resources.

This should include:

- Staff Handbook and School Prospectus, including the school vision, values and aims.
- Access to Policy documents including Code of Conduct.
- Access to TEAMS, Class lists, Pupil info and planning.
- Assessment advice, recording, reporting resources and procedures.
- Child Protection procedures and Safeguarding responsibilities.
- Timetables and PPA arrangements.
- Roles and Responsibilities of all staff.
- Educational visits policy.
- Staffing structure.
- The opportunity to work shadow the existing post holder or person undertaking a similar job where possible.
- Health and Safety.
- Information on training opportunities.

All staff will have a mentor to provide advice and support on a daily basis. The line manager/mentor will ensure new staff are given a guided tour of the school, identifying locations of resources, procedures, staff and other relevant information.

New staff can approach the Head Teacher to discuss additional training needs and difficulties they may be experiencing, in addition to Performance Management procedures.

Informal discussions with the line manager/mentor will be held to identify and resolve any concerns.

Early Careers Teachers (ECTs)

See 'Induction for newly qualified teachers (England) DFE Statutory guidance for appropriate bodies, headteachers, school staff and governing bodies. Revised October 2014.

Induction for newly qualified teachers will be provided, following guidance from the DFE and the LA taking account of proposal to use individual Career Entry profiles. Induction advice and resources will be provided as for all teaching staff.

ECT's induction should

1. Match particular development needs, identified during training.
2. Provide appropriate development related to the teacher's strengths.
3. Identify targets to be achieved for the first year of teaching.
4. Provide opportunities for the teacher and mentor to record agreed targets and an action plan for their achievement, linking the teacher's needs with the School Strategic Plan and targets.

All ECTs take part in an induction training programme arranged by the LD. 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 experience teachers involved in the programme.

ECTs are allocated a mentor for day-to-day advice and support. ECTs teach 90% of the normal teaching day. ECTs 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. The Headteacher is available to discuss any additional training needs and difficulties that may be experienced. ECTs are not expected to take lead responsibility for a curriculum area.

Administrative Staff

The School Business manager is responsible for the appropriate induction advice and training for administrative staff. Induction information should include:

1. Training to implement IT programmes and school administrative procedures.
2. Access (including log in) to confidential information, where appropriate, on children, staff, and resources.

Premises Staff

The school business Manager is responsible for the induction of the Premises manager and contractors. Induction information should also include:

1. Health and Safety and Security issues.
2. Relevant information to help them carry out their job description effectively including guidance on safe use of chemicals and cleaning products and equipment.

Supply Staff

The Deputy Head Teacher will be responsible for the induction of Supply teachers.

Supply staff should be welcomed by a member of the Administration team. Their photographic identify will be verified and they will be issued with the appropriate visitor badge.

They will receive on the first visit, a handout 'Information for Supply Teachers' which will detail:

1. The school day and expectations.
2. Procedures for safeguarding, and health and safety, and evacuation procedures.

The Supply teacher will be advised if there is to be a fire alarm test and will be asked to make themselves familiar with the escape route in the classroom, they will be working in. They will also be shown the staffroom.

Governors

The Chair of Governors is responsible for the induction of the Governors.

See Governor Induction Pack