



Spa Education Trust Induction Policy

Spa Camberwell and Spa Bermondsey schools are communities made up of students, parents, staff, governors and trustees working together.

Our vision

We provide excellent education and opportunities for young people with autism.

Our pupils:

- Are happy, safe and healthy
- Develop independence while learning and achieving
- Are ready for the future.

Our induction programme for new staff is designed to enable staff to become an effective contributing member of the school community.

We aim to:

- make new staff welcome, included and supported.
- make new staff aware of the school's philosophy, aims and objectives.
- provide staff with a sound understanding of the needs of students with ASD and provide strategies to ensure each student individually achieves the core aims of the school
- develop the knowledge and skills of new staff to provide job satisfaction, motivation and quality of learning experience for all students.
- provide the opportunities for new staff to be informed of school procedures and educational developments.
- enable new teachers to engage effectively with planning, preparation and effective teaching so that students progress.
- enable new staff to be confident in asking for and receiving help.
- all staff to build confidence and expertise in working with our students and for their particular areas of responsibility.

Spa school is committed to the ongoing support of its staff and teachers and teaching assistants are supported by their Assistant Headteachers. All staff are assured of the support and availability of all members of the Leadership Team for support, encouragement and problem solving.

Our induction programme is not static and develops to meet the changing needs of our students and our school.

Spa School Induction Training Programme

The overall programme outline is listed below.

All staff receive initial safeguarding training on their first day at the school.

Staff joining the trust in September cover several aspects of the induction programme during the whole staff training days.

All Teaching Staff Training

Week 1	<ul style="list-style-type: none">• Staff Handbook• Health and Safety• School Procedures and Safeguarding
Week 2	<ul style="list-style-type: none">• Introduction to Autism• Sensory needs and ASD
Week 3	<ul style="list-style-type: none">• Behaviour and Autism• Writing Behaviour Support Plans
Week 4	<ul style="list-style-type: none">• Communication and Autism

All teaching staff undertake a two-day Team Teach course as soon as possible after joining Spa.

Teacher Specific Training

Week 1	<ul style="list-style-type: none">• Weekly planning• Routines: form time, break duty, wet play, register, assemblies• Managing a class team
Week 2	<ul style="list-style-type: none">• Risk assessments, protocols for organising outings, letters home, contact with parents• Safeguarding• Recording incidents, accidents, physical intervention, CPOMS• Working with other agencies
Week 3	<ul style="list-style-type: none">• Assessment & pupil tracking• Personal Learning Plans• Earwig: progress and assessment
Week 4	<ul style="list-style-type: none">• Performance Management• Classroom observations• Professional Development• Learning and Teaching
Week 5	<ul style="list-style-type: none">• Working with therapists• Behaviour tracking and analysis

Induction coaching for new teachers

Assistant Headteachers provide a coaching model for new teachers in their key stages
AHT: Teacher Induction

Week 1	Learning Environment, room set up and key resources
Week 2	Demonstration lesson: identification of development points Joint planning session

Key Discussion Points	
Development Focus	
Week 3	Informal observation: pupil focus. Identification of specific strategies for pupils and setting up relevant resources Earwig review
Key Discussion Points	
Development Focus	
Week 4	Paired observation: coordinate cover of another teacher in the key stage Planning: identify support required
Key Discussion Points	
Development Focus	
Week 5	Joint teaching Planning & assessment: identify support required
Key Discussion Points	
Development Focus	
Week 6	Demonstration lesson 2
Key Discussion Points	
Development Focus	

Early Career Teachers

All ECTs are registered with the South London Teaching School Hub and receive training as part of this programme. They are allocated a mentor and tutor within the school too, who will meet with them as per the ECT requirements and complete their termly reports. ECTs will receive Spa specific training via their mentor.

SMT training

Heads of schools lead a bespoke induction programme for senior leaders. Assistant headteachers across the trust are supported by the AHT development programme.

Non-teaching staff training

All non teaching staff receive a generic induction covering the following:

- Staff Handbook
- Health and Safety
- School Procedures and Safeguarding

Additional training specific to the role is coordinated by the line manager.