



**Shaw
Education
Trust**

Induction Policy

Document Owner:	Jo Collingwood Head of HR
Approved By:	C-Suite
Queries to:	The People Team
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1. Introduction

Shaw Education Trust's Induction Policy outlines the framework and guidelines for the induction process within the Shaw Education Trust. The purpose of this policy is to ensure that all employees, regardless of their role or level within the trust, receive a structured and comprehensive induction that helps them integrate into the Trust, understand its values and objectives, and perform their roles effectively.

2. Policy Scope

This policy applies to all employees, including teaching and non-teaching staff, at all academies and the Central team within the Shaw Education Trust

Objectives

The objectives of this induction policy are as follows:

- 2.1. To provide new employees with a clear understanding of the Shaw Education Trust mission, vision, and values.
- 2.2. To familiarise new employees with the policies, procedures, and culture of the Trust.
- 2.3. To ensure that all new employees are aware of their roles, responsibilities and expectations.
- 2.4. To support new employees in developing the necessary skills and knowledge to perform their roles effectively.
- 3.5. To outline line manager responsibilities in relation to new colleagues and their induction.
- 2.6. To promote a positive and inclusive working environment within the Trust

3. Responsibilities

3.1. C-Suite colleagues:

- Ensure that this Induction Policy is developed, maintained, and reviewed regularly.
- Allocate necessary resources to support the induction process.
- Monitor the effectiveness of the induction process across all academies and central team within the Trust.
- Ensure that they are available for the monthly SET induction.

3.2. Academy Headteachers and Line Managers:

- Are responsible for implementing the Trust's Induction Policy within their respective academies/Department.
- Ensure all new employees are given the, 'Best Welcome', to the Trust, and follow the line managers' guidance on inductions.
- Ensure that new employees receive a structured and comprehensive induction plan.
- Provide ongoing support and guidance to new employees during their probationary period.
- Monitor and evaluate the effectiveness of the induction process at the academy and department level.

3.3. People Team:

- Support academy headteachers and line managers in the implementation of the Induction Policy.
- Maintain records of all induction activities, including completed training and assessments.
- Provide guidance and resources to facilitate the induction process.
- Ensure all the necessary induction material is available to line managers.

4. 'Best Welcome' and Induction

New employees will receive a warm welcome from their line manager and colleagues. An overview of the Trust's mission, vision, and values will be provided.

4.1. Pre-Commencement Induction:

HR shared service will, prior to the start date:

- provide new employees with their employment contract and offer letter containing start date.
- provide new employees with the link to all set policies and procedures.
- They will also provide the new colleague with the link for their Flick Learning account (our online learning platform).

The Line Manager will, prior to the start date:

- Provide details of the new employee's first day, in writing, which includes:
 - confirmation of the name and location of their line manager, with telephone and email details
 - Instructions of what to do on arrival (ie where to report to, who to ask for)
 - Schedule of the day, including start and finish times
 - Details of what to do in case of an issue regarding the first day (eg due to illness, transport issues etc).
- Make contact regularly during the new employee's notice period,

We recommend every 3-4 weeks contact either by telephone or a site visit.

- Offer the opportunity for a visit to Head Office to meet colleagues and familiarisation prior to the start date
- Order appropriate IT equipment, lanyard, workspace so that the new employee is fully set up on their first day

4.2. First Day Induction:

On the first day, new employees will receive a warm welcome from their line manager or a designated mentor.

They will be introduced to the Trust's culture, values, and mission. IT administrative tasks, such as completing paperwork and setting up IT accounts, will be addressed on day 1, line managers will follow the line managers' guide to inductions.

4.3. Mentorship:

New employees will be assigned a mentor or buddy to provide guidance and support during their initial weeks. The mentor will answer any questions or queries and support the line manager with the new colleague's introduction into the workplace. They will accompany the new colleague to Monday briefing (if applicable) and introduce them to other colleagues.

4.4. Trust Policies and Procedures:

New employees will be introduced to essential Trust policies and procedures by the link provided by the People Team. Training on safeguarding, health and safety, equality and diversity, and data protection will be provided (Compliance Training) and will be automatically assigned to each colleague.

4.5. Role-specific Training:

New employees will receive training specific to their roles, which may include teaching methods, administrative procedures, or technical skills this will be set and monitored by the line manager/Head Teacher.

4.6. Probationary Period:

New employees (support only) will have a 6-month probationary period during which their performance will be assessed and reviewed regularly, by their line manager using the probationary documentation. (Teaching staff will also have the reviews but probationary period is not applicable) Support and feedback will be provided to help them meet performance expectations, using the 'Agile' methodology. This is the opportunity for the line manager and colleague to discuss what is going well and what is not going so well. This is the opportunity for the new colleague to raise any issues or concerns.

Following successful completion of the 6-month probationary period, the line manager will confirm with the colleague successful completion of the probationary period. A formal letter confirming completion of the probationary will be sent to the colleague by the People team once notification has been received from the line manager.

4.7. Ongoing Support and Development:

The Trust encourages continuous learning and development for all employees, and we encourage all colleagues to make use of the Institute of Education (IOE) for support with all Learning and Development. Opportunities for training and career development will be communicated and supported.

4.8 Induction Documents/SET Central Induction

The Trust has created an induction programme that all line managers are expected to follow, this will ensure each new colleague to the Shaw Education Trust receives the 'Best Welcome'.

The Induction booklet, along with line managers' guidance and the Cultural Manual will be shared with all Line Managers and Head teachers (available on SET NET, (Starting Point)).

This will demonstrate the induction process, included in this is a compulsory SET Induction Day, where each new SET Central colleague and School based leadership team to the Trust will be invited to SET Central and have a 'Best Welcome' from the central team. All other colleagues will receive an online, 'Best Welcome', hosted by the People Team. This will happen monthly, and dates shared with all line managers and Head Teachers in advance. Centrally based colleagues will attend the SET Induction Day but alongside this will also attend a local academy for an insight day.

5. Evaluation and Review

This Induction Policy will be reviewed annually to ensure its effectiveness and relevance. Feedback from employees, line managers, and other stakeholders will be considered in the review process. Any necessary updates or changes to the policy will be made to enhance the induction process within the Shaw Education Trust.

6. Conclusion

The Shaw Education Trust is committed to providing a welcoming and effective induction process for all its employees. This Induction Policy serves as a guide to ensure that new employees have a smooth transition into the trust, understand its values, and are equipped with the knowledge and skills necessary for their roles. By implementing this policy, the Trust aims to foster a positive and inclusive working environment where all employees can thrive and contribute to the Trust's success.



Shaw Education Trust

Shaw Education Trust Head Office,
Kidsgrove Secondary School,
Gloucester Road,
Kidsgrove,
ST7 4DL

Twitter
LinkedIn
Call
Email
Visit

@ShawEduTrust
@ShawEducationTrust
01782 948259
info@shaw-education.org.uk
shaw-education.org.uk

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