

## The Park College Staff Induction Policy

The Park College is a community of students, families, staff and directors working together. We provide training and employment opportunities for young people with autism. Students are happy, safe and healthy. They develop independence and employment skills and are ready for the future.

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

We aim to:

- make new staff welcome, included and supported.
- make new staff aware of the college's philosophy, aims and objectives.
- provide staff with a sound understanding of the needs of students and provide strategies to ensure each student individually achieves the core aims of the college.
- 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 college procedures and educational developments.
- enable new staff 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.
- Enable all staff to build confidence and expertise in working with our students and for their particular areas of responsibility.

The Park College is committed to the ongoing support of all staff. All staff are assured of the support and availability of the Principal and other key staff for support, encouragement and problem solving.

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

## Staff Induction Programmes

### All Staff

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

**All staff undertake a two-day Team Teach course as soon as possible after joining the college.**

### Tutor Specific Training

Week 1	<ul style="list-style-type: none"><li>• Planning and assessment – Introduction to Earwig</li><li>• Daily routines</li><li>• Managing teams</li></ul>
Week 2	<ul style="list-style-type: none"><li>• Risk assessments: on site and in the community</li><li>• Safeguarding</li><li>• Recording and reporting: incidents, accidents, physical intervention, first aid, safeguarding, CPOMS</li></ul>
Week 3	<ul style="list-style-type: none"><li>• Learning for Life Plans</li></ul> <p>Curriculum: training programmes and teaching Earwig Part 2</p>
Week 4	<ul style="list-style-type: none"><li>• Performance Management</li><li>• Classroom observations</li><li>• Professional Development</li></ul>
Week 5	<p>Earwig review</p> <ul style="list-style-type: none"><li>• Behaviour tracking and analysis</li></ul>