

William Gilpin CE VA Primary School

Policy for Induction of New Members of Staff

Aims

To enable newly staff appointed staff to integrate with confidence into their new role.

To ensure that newly appointed staff are fully aware of the policies and procedures of the school.

To ensure that newly appointed members of staff are given the professional support necessary to fulfil their role successfully.

Guidelines

The following programmes are provided as guidance for the period of induction for all new members of staff.

All aspects are not relevant to all staff and therefore should be used where appropriate, depending on the role of the new member of staff. NQT's will follow the more specific induction programme as outlined by Hampshire County Council.

Learning Support Staff

During the first two weeks of taking up the post:	Date:
Introduction to members of staff and tour of the building.	
School timetable	
Security arrangements (unknown visitors, doors, etc).	
Check significant diary dates.	
Child protection procedures.	
Health and safety policy – including fire procedures.	
Check staff have all necessary information related to children with whom they will be working.	
Copy of school prospectus.	
Meet with teachers with whom working to discuss: <ul style="list-style-type: none">▪ Job description and specific responsibilities.▪ Times for meeting to share planning.▪ Specific support that will be needed for new member of staff.	

During the first term:	Date:
Meet with the Headteacher to review the role.	
Time provided to prepare activities and work with others on preparing for the delivering particular programmes.	
Meet with SENCO to discuss procedures for supporting Special Needs as appropriate.	
Meeting to begin performance management cycle as appropriate in terms of the time of the school year.	
Identification of professional development requirements and targets.	
Check that a copy of the School Development Plan has been seen.	

Teaching staff

During the first week of taking up the post:	Date:
Introduction to members of staff and tour of the building.	
School timetable.	
Security arrangements (unknown visitors, doors, etc).	
Check significant diary dates.	
Child protection procedures.	
Health and safety policy – including fire procedures.	
Check staff have all necessary information related to children with whom they will be working.	
Copy of school prospectus.	
Check that a copy of the School Development Plan has been seen.	

During the first half term:	Date:
Meet with the Headteacher to discuss job description/specific responsibilities.	
Curriculum policy documents: Assessment – including agreements regarding moderation of judgements. <ul style="list-style-type: none"> ▪ Homework ▪ Planning ▪ Teaching and Learning ▪ Behaviour 	
Procedures for communicating with parents.	
Meet with SENCO to discuss procedures for supporting Special Needs.	

During the second half term:	Date:
Meeting to begin performance management cycle as appropriate in terms of the time of the school year.	
Identification of professional development requirements and targets.	
Reporting procedures.	
Procedures for off-school visits including risk assessment.	
Check staff have seen a copy of: <ul style="list-style-type: none"> ▪ All curriculum policy documents ▪ SDP 	