



# Induction of Teaching Staff Exemplar

**This Exemplar was adopted by Board of Directors  
on conversion to Academy September 2015**





## Induction of Staff

Name: \_\_\_\_\_ Date: \_\_\_\_\_

First Day	By Whom	Completion Date
<b>Introductions</b> <ul style="list-style-type: none"><li>○ Tour of school, including toilets, staffroom, parking, tea/coffee facilities, photocopier, entry fob</li><li>○ Identity badge</li><li>○ Introduction to colleagues</li><li>○ Introduction to pupils (where appropriate)</li><li>○ Introduction to induction programme and mentor</li></ul>		
<b>Staff handbook</b> <ul style="list-style-type: none"><li>○ Walkthrough to include timing of day including assemblies and registration</li><li>○ Staff meetings/INSET</li><li>○ Hours of work/timetable if appropriate</li><li>○ Signing in/out</li><li>○ End of day routines for class/clubs</li><li>○ What to do if absent</li></ul>		
<b>Safeguarding</b> <ul style="list-style-type: none"><li>○ General overview Safeguarding/ Child Protection.</li><li>○ What to do if a child discloses</li><li>○ Whistleblowing Policy</li><li>○ CPOMS</li><li>○ Essential Policies given to employee</li></ul>		
<b>Health &amp; Safety</b> <p>To include:</p> <ul style="list-style-type: none"><li>○ Emergency Exits</li><li>○ Emergency procedure</li><li>○ Fire Procedure</li><li>○ First Aid</li><li>○ Accident Reporting</li><li>○ Risk Assessment</li></ul>		

First week	By Whom	Completion Date
<b>ICT and Technology</b> <ul style="list-style-type: none"> <li>• Computers, curriculum network, printers</li> <li>• Passwords</li> <li>• Dropbox</li> <li>• Web access and email</li> <li>• Hall projector/ sound system</li> </ul>		
<b>Resources</b> <ul style="list-style-type: none"> <li>• Stationery - where to find resources and how to order</li> </ul>		
<b>Communications</b> <ul style="list-style-type: none"> <li>• Pigeon holes</li> <li>• Message board</li> <li>• Internal/external post</li> <li>• Internal/external telephones</li> <li>• Fax</li> <li>• Timetables</li> <li>• Use of mobiles</li> <li>• Newsletter</li> </ul>		
<ul style="list-style-type: none"> <li>• Met with class teacher to discuss children, planning and record keeping</li> </ul> Specific resources (location)		

By end of first half term	By Whom	Completion Date
<b>Settling In Meeting</b> <ul style="list-style-type: none"> <li>• Informal meeting to chat about how inductee is settling in, any concerns, problems and possible training opportunities.</li> </ul>		
<b>CPD</b> <ul style="list-style-type: none"> <li>• Identify further training opportunities</li> <li>• Discussion on performance management cycle, slotting into cycle for current year with target setting where appropriate</li> </ul>		