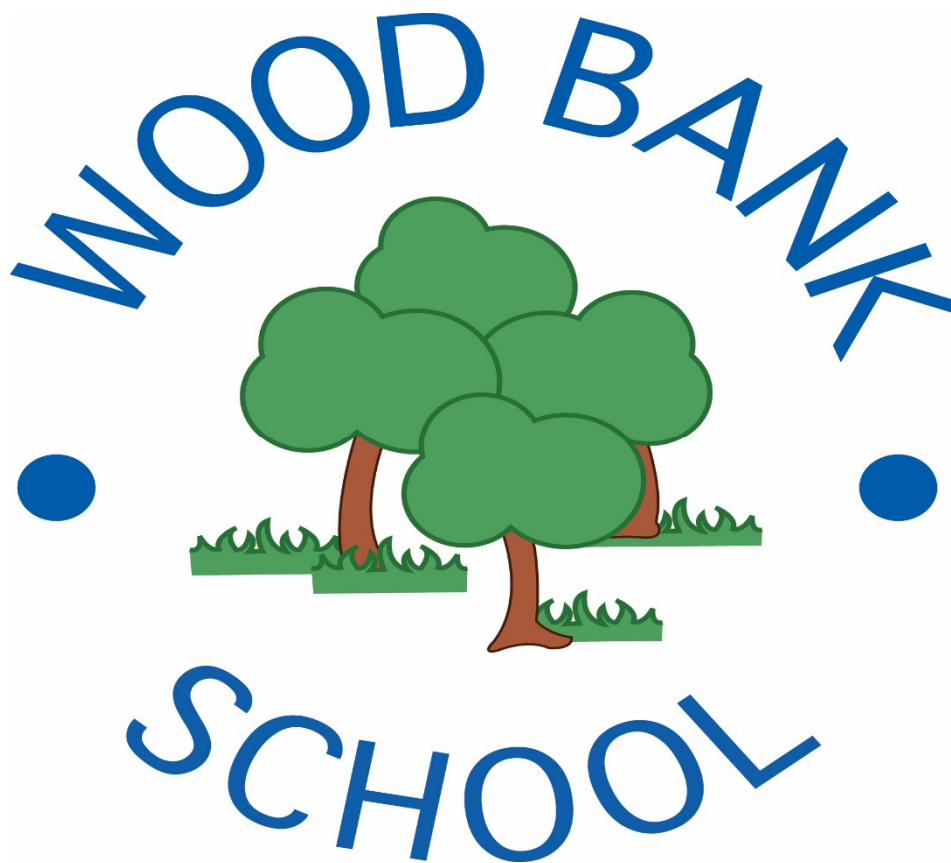




WOOD BANK SCHOOL



INDUCTION POLICY 2017

Ratification Date	July 2017
Review Date	May 2020
Signed (Headteacher)	
Signed (Chair of Governors)	

Equality Statement

At Wood Bank School we intend to provide a safe, secure, caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where children develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities. National legislation re disabilities, race relations and special education needs underpin this policy, which has also taken into consideration national, local and school policies on Special Educational Needs, Gifted and Talented, Equal Opportunities and Health and Safety.

Philosophy

Wood Bank School is committed to continuing school improvement and seeks to appoint new colleagues who are similarly committed, able and enthusiastic, with a positive outlook to help us achieve our vision. Our main purpose is learning for both pupils and staff and through the continuous learning of our staff, our school improves and develops, bringing ever greater benefits for our pupils and their outcomes.

Procedures/Practice

We will offer new colleagues a structured, supportive induction programme designed to:

- Facilitate familiarisation with school routines, systems, working practices and policies which will contribute to improving and developing the overall effectiveness of our school, raising pupil achievement and meeting the needs of all pupils, parents and the wider school community.
- Ease integration into teams, the staff body and school community. Contributing to job satisfaction, personal achievement and supporting effective team work.
- Create a climate in which new colleagues can succeed in their role within the school
- Confirm the conduct expected of staff
- Provide creative opportunities for professional learning/CPD
- Provide the opportunities for a new member of staff to discuss any issues or concerns about their role or responsibilities.
- For NQT'S ensure that the statutory induction procedure is carried out (see Induction for Newly Qualified Teachers).
- Enable the member of staff's line manager or mentor to recognise any concerns or issues and address them immediately.
- Ensure that all staff are valued and recognised as the school's most important asset.

Responsibilities for Leading, Monitoring & Evaluating

Induction Co-ordinator

- Responsible for the overall management and organisation of Induction, including Newly Qualified Teacher Induction across the whole school. This includes a whole school planning and quality assurance role.

- Arranges and conducts an initial Induction meeting on the first working day to discuss the individual's induction programme and clarify those key staff who are responsible for supporting the successful completion of this process.
- Assigns and introduces a peer mentor to support each new colleague

Newly Qualified Teachers

- The support given to NQTs is formal and intensive.
- The school has selected and entered into an agreement for *Calderdale MBC* to act as the Appropriate Body
- The NQT will receive 10% additional non-contact time allocated as well as 10% PPA Time.
- An experienced teacher will act as the Induction Tutor.

Induction Tutor

The induction tutor provides the NQT with day-to-day monitoring and support and must:

- provide, or co-ordinate, guidance and effective support including coaching and mentoring for the NQT's professional development
- create an action plan at the beginning of each induction period based on evidence of progress towards the relevant standards
- carry out six reviews of progress during the induction period ;
- undertake three formal assessment meetings during the total induction period co-ordinating input from other colleagues as appropriate (normally three termly, or pro-rated for part-time staff);
- ensure that at least six observations of the NQT's teaching take place and that the NQT is provided with copies of written feedback records within two days;
- ensure NQTs are aware of how, both within and outside the institution, they can raise any concerns about their induction programme or their personal progress; and
- take prompt and appropriate action where an NQT appears to be experiencing difficulties.

Induction Tutors will be supported in their role by;

- being provided with information from the AB, National College for Teaching and Leadership and school, relevant to the induction process;
- being offered training provided by the AB on the Role of the Induction Tutor;
- having meetings with the member of staff responsible for the overall induction programme in the school;
- having their role as an induction tutor as part of their performance management process;
- through the monitoring and feedback of the induction provision in the school undertaken by the member of staff responsible for the overall induction programme; and
- asking for feedback from the school and from the AB on the quality of their work.

Induction of Staff

- All new staff will be allocated a line manager and a mentor from within the resources available in the school.
- All new staff will be invited to visit the school before they take up post.
- All new staff will be met on their first day by their mentor / line manager.
- All new staff will be provided with copies of school policies and the school's staff handbook and be expected to develop their understanding of them.
- All new staff will meet with the Head Teacher within their first week in post.
- An induction programme will be provided for new staff and their attendance is expected.
- All new staff will have a review of their induction after six months with their line manager.
- All new staff will be provided with an explanation of the school's performance management arrangements within which they will be expected to participate.
- All new staff will be expected to contribute to the spirit and life of the school to ensure a conducive environment for learning for all school members, students and staff.

Related Legislation/Documentation/Policies

This policy relates to the following;

Induction of Newly Qualified Teachers (2016)

WOOD BANK SCHOOL INDUCTION CHECKLIST

ROLE: TEACHING ASSISTANT

Line Manager:

Peer Mentor:

ASPECT	Core Actions	Date Completed
<p>Initial Induction Meeting</p> <p>Led by Karen Turnbull (Deputy Head)</p>	<ul style="list-style-type: none"> ➤ Induction Timetable & Checklist ➤ Tour of Wood Bank ➤ CPD Folder ➤ Staff Handbook ➤ Class List ➤ Staffing Structure including Roles & Responsibilities ➤ Timetables, Rotas, Term Dates, Breaks, INSET Days, Working Hours ➤ Multi-Agency Professionals including abbreviations ➤ Union Representation ➤ Moving & Handling (including Personal Care) ➤ School Improvement Plan ➤ Appraisal Policy (including Target setting & review meetings and TA Observations) ➤ Continuing Professional Development 	
<p>Conduct, Policies & Procedures Meeting</p> <p>Led by Richard Pawson (Headteacher)</p>	<ul style="list-style-type: none"> ➤ Staff Code of Conduct Policy ➤ Staff Attendance Policy & Procedures ➤ Confidentiality Policy ➤ Staff Dress Code Policy ➤ Online Safety Policy & Agreement ➤ Data Protection Policy (GDPR compliant) ➤ ICT Security Policy ➤ Essential Policies checklist completed ➤ Health & Safety Policy ➤ Feeding Policy & Plans ➤ Accident Reporting & First Aid ➤ Fire Evacuation Procedures ➤ Positive Behaviour Support Policy ➤ Behaviour Plans ➤ Behaviour Incident Recording 	
<p>Safeguarding</p> <p>Led by Ashleigh Williams (Family Liaison Officer)</p>	<ul style="list-style-type: none"> ➤ Safeguarding & Prevent Training ➤ Safeguarding / Child Protection Policies & Procedures (including Keeping Children Safe in Education) ➤ Managing Allegations Policy ➤ Whistleblowing Policy ➤ Intimate Care Policy 	
<p>Teaching, Learning & Assessment Meeting</p> <p>Led by Jenna Port (Assistant Headteacher)</p>	<ul style="list-style-type: none"> ➤ Curriculum, Teaching, Learning & Assessment Policy ➤ Communication, Literacy & Language Policy ➤ Planning ➤ Recording Progress including Pupil Progress Books ➤ Purple Information File 	

	➤ Enrichment	
Admin Meeting Led by Petra Watson	➤ New Starter Form Completed ➤ Finance; Orders, Petty Cash, Deliveries, Overtime, Expense Claims	
Professional Development Led by Karen Turnbull	➤ 1 Day Moving & Handling Training	
	➤ 2 Day Team Teach Training	
	➤ Signalong Training	
	➤ Visit to Highbury or Ravenscliffe Special School	