



## **Induction Policy For Newly Appointed Members of Staff**

**At Cooper and Jordan we aim to provide a positive and caring atmosphere within which children are nurtured and where staff have a clear understanding of their roles. We also seek to build on the strengths and interests of each individual member of staff for the benefit of the pupils and the school. In order for all staff to fulfil their roles and responsibilities we recognise the importance of the effective induction of new members of staff.**

**Aims** – To ensure that new members of staff:

- can produce a high standard of performance in a short period of time.
- understand the vision, aims, objectives and procedures of the school.
- feel welcome in their new working environment
- understand the schools expectations of them in their role
- are able to draw on the experience of longer standing members of staff
- are able to contribute to the raising of standards and effectiveness of the school

### **Management of Induction:**

It is the responsibility of the SLT to oversee the process of induction. Each new member of staff will be appointed a mentor and line manager to manage the induction process. It is expected that these assigned members of staff have the knowledge, understanding and skills to lead the induction required and to support their new colleague in settling in to their role at Cooper and Jordan.

### **Procedures:**

This policy applies to all new members of staff, although the details will be tailored to the job role of the individual, but will cover similar aspects.

Dated and signed records will be kept by the mentor and new member of staff.

Evaluation of the induction procedures will also be kept using the enclosed proforma. Regular evaluation of the process is built in to the programme in order to inform the mentor of any further support needed, or adaptations to the policy.

Following their appointment, all new staff will be offered an opportunity to visit school informally in order to meet pupils and colleagues.

They will meet with their induction mentor (usually a member of the SLT or Deputy Headteacher) to outline the induction process.

The new member of staff will be provided with:

- Staff Handbook –which includes Staffing structure information
- Documentation and job description for their role
- Login details and email information – *arranged by office staff and ICT support*
- Relevant policies

The mentor will ensure that the following are discussed:

- Our School Christian values and British values and their impact on school ethos
- school resources and storage
- Performance Management/Appraisal procedures
- School routines and procedures
- Behaviour management procedures – Good To Be Green
- Assessment and record keeping procedures
- Subject leaders, subject policies, guidelines etc
- Directed time commitments
- Duty rotas
- SEND policy and information – meet with SENDCo
- Health and Safety issues – first aid, fire procedures, etc
- Safeguarding policies and procedures
- Planning – long, medium and short term planning
- Monitoring schedules – academic year calendar

Opportunities will be provided for new teachers to observe good practices within the school and to meet with the English and Numeracy Co-ordinators.

The induction/mentoring programme will last for the first year of employment. Meetings should be held at the beginning and end of the first term, and then regularly during term two and three as well as when necessary.

Date of Policy: September 2017

Date of review: September 2018

H. Ford DHT

<b>Before starting</b>	<b>Auctioned by</b>	<b>Date</b>
<b>Welcome pack:</b> <ul style="list-style-type: none"> <li>• Welcome letter from Headteacher</li> <li>• School prospectus</li> <li>• Staff handbook</li> <li>• Term dates and INSET dates</li> <li>• Job description</li> <li>• Contract information</li> <li>• Class information</li> </ul>	Line manager	
<b>FIRST DAY</b>		
<b>Introductions:</b> <ul style="list-style-type: none"> <li>• Tour of school – toilets, staffroom, parking, tea/coffee facilities, photocopiers, entry fob, fire procedures</li> <li>• Identity badge</li> <li>• Introduction to class (as necessary)</li> <li>• Introduction to induction process and mentor (if not already done)</li> </ul>	mentor	
<b>Terms and conditions</b> <ul style="list-style-type: none"> <li>• School HR details</li> <li>• Payroll dates and deadlines</li> <li>• Emergency contact information</li> <li>• Leave of absence procedures and policy</li> <li>• Confidentiality</li> </ul>	Business manager/ office	
<b>Routines:</b> <ul style="list-style-type: none"> <li>• Timetables and timings – including assembly procedures</li> <li>• Staff meetings</li> <li>• Working hours</li> <li>• Signing in/out</li> <li>• End of day routines – clubs/ aftercare/ duty</li> </ul>	Line manager / mentor	

FIRST WEEK		
<b>School Structure and Culture</b> <ul style="list-style-type: none"> <li>● Staffing structure and overview – including subject co-ordinators and governing body</li> <li>● School culture and values – mission statement</li> </ul>		
<b>ICT and Technology</b> <ul style="list-style-type: none"> <li>● Computers: network and staff documents, printers</li> <li>● Passcodes</li> <li>● Web access and email</li> <li>● Cameras</li> <li>● Ipads and laptops</li> <li>● Hall projector, laptop and sound system</li> </ul>		
<b>Communication</b> <ul style="list-style-type: none"> <li>● School email system</li> <li>● Internal telephones and numbers</li> <li>● Website</li> <li>● pigeon holes</li> <li>● SIMS</li> <li>● Briefings</li> <li>● Diary procedures</li> <li>● Time tables</li> </ul>	<b>Business manager/ mentor</b>	
<b>Health and Safety</b> <ul style="list-style-type: none"> <li>● emergency exits</li> <li>● emergency procedures</li> <li>● first aid</li> <li>● accident reporting</li> <li>● risk assessments</li> </ul>	<b>Business manager</b>	
<b>Child Protection</b> <ul style="list-style-type: none"> <li>● Safeguarding policy and procedures</li> <li>● Child protection policy and procedures</li> </ul>	<b>DSP</b>	

<b>BY END OF FIRST HALF TERM</b>		
<b>Policies – reference to</b> <ul style="list-style-type: none"> <li>• Safeguarding policy</li> <li>• Homework policy</li> <li>• Marking policy</li> <li>• whistle blowing policy</li> <li>• anti-bullying policy</li> <li>• <i>other policies on staff documents...</i></li> </ul>	Line manager/ mentor	
<b>SEND</b> <ul style="list-style-type: none"> <li>• policies, procedures and intervention strategies</li> <li>• documentation</li> </ul>	SENDCo	
<b>School Development Plan</b> <ul style="list-style-type: none"> <li>• Overview</li> </ul>	Line manager	
<b>Settling In Meeting</b> <ul style="list-style-type: none"> <li>• Informal chat with mentor to discuss how settling in , concerns, problems, guidance on any next steps</li> </ul>	Line manager	
<b>CPD/training and development</b> <ul style="list-style-type: none"> <li>• Overview of performance management and staff training programme</li> <li>• Identify any training needs</li> <li>• Discussion around expectations of roles</li> </ul>	Line manager/ mentor	
<b>BY END OF FIRST TERM</b>		
<b>Review and evaluation</b> <ul style="list-style-type: none"> <li>• Induction debrief</li> <li>• Complete evaluation proforma</li> <li>• Identify any further training needs</li> </ul>		

## Induction for Teaching Staff

In addition to the overall induction programme, the following is designed for newly appointed teaching staff. This included full-time teachers, part-time teachers, and long-term cover staff.

<b>PRE START DATE</b>	<b>Auctioned by</b>	<b>Date</b>
<ul style="list-style-type: none"><li>• Registers</li><li>• Classroom organisation</li><li>• Uniform</li><li>• Daily routines</li><li>• Marking policy</li><li>• Curriculum information</li><li>• Long-term and medium-term planning</li><li>• Behaviour procedures</li></ul>		
<b>WEEKS 1 &amp; 2</b>		
<ul style="list-style-type: none"><li>• First aid</li><li>• Assessment procedures</li><li>• Absence guidelines</li><li>• Punctuality and attendance</li><li>• PE &amp; Swimming routines</li><li>• PPA guidelines</li><li>•</li></ul>		
<b>BY END OF FIRST TERM</b>		
<ul style="list-style-type: none"><li>• CPD procedures</li><li>• observations</li></ul>		

## Induction for NQTS

In addition to the overall induction the following programme is designed for newly qualified teachers

<b>BY END OF FIRST WEEK</b>	<b>Auctioned by</b>	<b>Date</b>
<ul style="list-style-type: none"><li>• Meet with NQT mentor to discuss Career Entry Profile and targets for development</li></ul>		
<b>BY END OF FIRST THREE WEEKS</b>	<b>Auctioned by</b>	<b>Date</b>
<ul style="list-style-type: none"><li>• Timetable of support agreed</li><li>• Courses discussed and booked</li></ul>		
<b>TERMLY</b>		
<ul style="list-style-type: none"><li>• Meet with mentor to review progress, set targets and complete NQT report</li></ul>		

## Induction for Teaching Assistants

In addition to the overall induction programme the following is designed for TAs, LSAs and NNEBs

<b>BY END OF FIRST WEEK</b>		
<ul style="list-style-type: none"><li>• Discussion with SENDCO/line manager with regards to timetable</li><li>• Meet with year group class teachers to discuss children, planning and record keeping</li><li>• Location of specific resources etc</li></ul>		

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