

**Staff Induction**

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| School Staff were consulted on this document and it was accepted by the staffing committee on : |  |
| It was ratified by the Governing Body on : |  |

**Shenfield High School**

**Induction Policy**

**Introduction**

Shenfield High School believes that it is important that, once a new member of staff has been appointed, they follow an induction procedure. Consequently all teaching, support and temporary staff receive an Induction Training Programme appropriate to the post being filled.

All teaching staff will be offered a one-day Induction Programme before taking up the appointment. Support staff will be offered an Induction Programme applicable to their specific role. All staff will be involved in a whole school Induction Programme and the programme of CPD offered by the school.

**Teaching Staff**

All staff should be briefed by their Team Leader, as soon as possible after their appointment, on issues relating to their appointment. This briefing should include detailed information relating to curriculum departmental policies, resources and procedures that relate to the specific Faculty.

During the course of the year Line Managers should ensure that the new member of staff understands the following:

* Performance Management System
* Behaviour for learning procedures and strategies for successful behaviour management
* Reports, report writing and Parents’ Evenings
* How educational visits are organised
* The role of Governors
* Professional Development Programme
* Target setting, monitoring and evaluation

**Newly Qualified Teachers**

Before a NQT takes up an appointment, the following will be made available:

* the opportunity to visit the school to meet the Headteacher, Deputy and Assistant Headteachers, Team Leader and other colleagues
* the school Prospectus, Staff Handbook, Calendar and Policy documents giving details of school organisation and procedures
* the teaching timetable
* curriculum documentation, text books, schemes of work and resources relating to teaching subjects
* information about whole school equipment and resources available
* the school’s priorities as outlined in the school Development Plan

A Professional Mentor will be allocated who is responsible for planning and facilitating the Induction Programme.

During the course of the first year the school will aim to provide:

* a formalised observation schedule of experienced colleagues in the classroom
* observation of agreed lessons by a member of the SLT, Team Leader and/or Head of Subject
* effective written and informal feedback following the observation
* visits to other schools
* opportunities to meet and have discussion with other NQTs and other recently qualified colleagues
* opportunities for discussion on particular topics
* the opportunity to attend INSET provided for NQTs
* professional development opportunities to support the successful completion of the NQT year

**Reports on Progress**

NQTs are made aware of the criteria used for monitoring progress, in line with the Induction Standards defined in DfES Document 582/2001 Annex A.

**The role of the Professional Mentor for NQTs**

The Professional Mentor will:

* work in partnership with the NQT and use “The Career Entry Profile”, where appropriate
* to identify targets, competencies and support for each term in the NQT’s first year
* negotiate an Action Plan for the second year
* meet formally as regularly as possible to discuss lesson observations, professional development and matters arising from the working week
* meet informally when required to offer support and guidance

**Support Staff**

All staff should be briefed by their Line Manager, as soon as possible after their appointment, on issues relating to their appointment. This briefing should include detailed information relating to departmental policies, resources and procedures that relate to the specific role. In addition, all staff should also be introduced to relevant senior staff.

The Induction Programme should include:

* Briefing by the Line Manager
* Information relating to school/relevant department
* Induction on relevant policies
* Health and Safety Induction
* Attendance/absence information
* Roles and responsibilities
* A guide through the Staff Handbook
* Line management procedures
* CPD opportunities
* Information on the Performance Management process.