

# Greens Norton C of E Primary School



## Induction Policy

'In our school everyone can join in with all we offer.'

Approved by

D. Ward  
Chair of Governors

Jan Pickering  
Head Teacher

Date of Ratification: 25<sup>th</sup> March 2010

Date for Review : March 2011

## **Policy for the induction of newly-appointed staff and governors and children new to the school**

### **Background to the Policy**

This policy outlines the programme which will be used at Greens Norton Primary School to induct any newly appointed staff – both teaching and non-teaching. The policy has been recently broadened to include governors and children to reflect the importance the school places on welcoming all newcomers and the value we place on helping them to become familiar with our community.

The Governors and Staff team believe that new staff are entitled to an induction programme that warmly welcomes them and gives them the information to enable them to quickly feel confident, fully informed and secure in their new role. As a school we feel it is important that all staff – both teaching and non-teaching, are inducted into the whole school team. Such induction must begin as soon as possible after staff have been appointed.

At Green Norton Primary School we encourage the philosophy of a 'whole school approach' to the life and work of the school. All members of the school community are valued and respected as individuals as well as members of the Whole School Team. It is important that new staff are welcomed into the Whole School Team, helped to establish their role and position within that team and enabled to grow and develop as individuals as well as team members. It is vital that new staff are given every assistance in settling into school quickly and happily and are helped to gain knowledge and understanding of the philosophy and ethos of the school, the routines and practices that take place and the way in which the whole school 'works'.

### **Who Supports Newly Appointed Staff?**

At Greens Norton Primary School the Induction Programme for Newly Appointed Staff operates under the direction of the Deputy Headteacher, who appoints an Induction Mentor for each new member of staff. The Induction Mentor is there to help, reassure, guide, counsel, inform and listen and is responsible for monitoring the induction of the newly appointed team member during the induction period. The Mentor is responsible for guiding new staff through the school documentation, for whole school issues and for organising any appropriate support from other staff members. Curriculum Co-ordinators will give information, support and advice about their curriculum area concerned.

All other staff in school also have a role to play in induction of any newly appointed staff. They all assist in integrating a new colleague into the whole school staff team. They are willing to share experiences and ideas, help in practical ways and offer support. Newly appointed staff are encouraged to approach any member of staff with any questions or queries they may have.

### **Others in a Supporting Role**

The school's will meet the newly appointed staff at some time in their first year in school.

School Union or Association representatives may establish contact with a new teacher in order to create or continue links with a professional body.

### **Financing the Induction Programme**

The Headteacher and Governors of Greens Norton Primary School recognise that the appointment of new staff will necessitate the inclusion of money in the school budget in order to finance the Induction Programme.

The school may need to budget for supply cover for the Induction Mentor, or Headteacher to spend time with the new staff, both in the classroom and/or in discussion and seminar sessions. The INSET Co-ordinator will need to budget for newly appointed staff attending relevant courses.

Money for extra class/curriculum resources and for photocopying documents in the Induction Pack will be required.

### **The Induction Programme**

#### **Aims of the Induction Programme**

- To make all staff feel welcome immediately, and at ease in their new environment
- To ensure the effectiveness and efficiency of all staff in their own role and within the whole school team.
- To foster positive relationships between existing and newly appointed staff and to give meaning to school documentation.
- To enable new staff to understand the philosophy and ethos of the school and observe good practice so that it can be reflected in their own work.
- To ensure there is a system of support in place.

## **At the Time of Interview**

The Induction Co-ordinator, in the role of Headteacher, is part of the Selection Panel for the appointment of new staff and as such will be involved in shortlisting and interviewing.

Immediately following a successful interview the Induction Co-ordinator will appoint a member of staff to act as Induction mentor. This person will be available to welcome the new colleague to the school and to answer any questions. At this stage the new member of staff will be given a Welcome Pack including:

- Information for the first few days
- School Prospectus and Handbook
- Holiday list (including INSET days)

The new colleague will be invited to look around the school if they have not already done so, and their classroom will be identified. In the case of a new teacher, they will, if possible, meet other members of the staff team such as Teaching Assistants. In the case of a new Teaching Assistant they will, if possible, meet the teachers. The Induction Mentor will arrange some suitable dates when the new colleague is able to visit the school and begin the Induction Programme before the start of the new school term/year.

## **Pre-term Visits**

If possible the new colleague will visit the school on a number of occasions before the new term starts. This may be in term time or in holiday time depending on what is practical. If the new colleague is appointed at the start of the school year there may be an opportunity to use part of an INSET Days to continue the Induction Programme.

At this stage the Induction Mentor will explain and give out further documentation including:

- National Curriculum Document
- School Policy and Handbook (this includes all policy documents and statements agreed by staff)
- Timetables and Rotas
- Diary Dates (this includes the dates of all major events in the school year)

- Class Lists and Class Records (teachers only)
- Resource lists and resources for the teacher and for the classroom.

There will be an opportunity for the new teacher to meet with the Headteacher and Leadership Team and Governors.

The Induction Mentor will explain the staffing structure in the school and introduce the new colleague to as many staff as possible. A further guided tour of the building will help identify other classrooms, curriculum cupboards and stores etc. Points of general organisation will be discussed.

### **The First Day**

The Induction mentor will welcome the new staff member at the door on the first day of employment. He/she will direct the new colleague to the staffroom/classroom/office/teaching area as appropriate and ensure that all immediate needs are identified and met (lunch arrangements, toilets, fire exits, stationery etc). The mentor will arrange to liaise with the new team member at the end of the first day to answer any questions that may have arisen, and provide an opportunity to share any concerns. At this meeting the mentor and new team member will negotiate and plan a series of New Staff Support meetings. The regularity, timescale and format of these meetings will be appropriate to the individual, their role in the school, their experience, personal requirements and confidence.

### **Induction Meetings**

These may be 'twilight' meetings after school or it may be possible to arrange these during the school day if cover can be organised. Meetings may be attended by other staff team members if appropriate.

In the first half term these meetings will take place at the beginning and end of half term. In the second and third terms, meetings will be held once a term. The newly appointed staff and the Induction Mentor decide the day and time of the Support Meetings. The main area of focus for each meeting will be decided in advance. The Support Meetings are confidential.

The Induction Mentor will explain that he/she will be available on an informal basis at any time.

All newly appointed staff will meet the Headteacher to discuss their job description.

## **Other parts of the Induction Programme**

The Induction Programme also includes the five INSET days for teaching staff, some of which non-teaching staff may be invited to attend.

All teaching staff attend regular staff and curriculum meetings. Non-teaching staff are welcome to attend Staff Meetings whenever possible. These meetings form a useful part of the Induction Programme for all staff.

The SEN Co-ordinator may meet new teachers to discuss the Special Needs Provision within the school, their role as a class teacher in assessing and providing for children with special needs and the way in which the Code of Practice operates at Greens Norton Primary School.

New teachers may wish to 'shadow' another class teacher to observe matters, such as classroom organisation and management, differentiated curriculum, assessment strategies etc.

The above elements of the Induction Programme will be tailored to meet the needs of individual newly appointed teachers depending on their previous experience and expertise.

## **Induction of New Governors**

A newly-appointed governor will receive a telephone call and/or email from the Chair of Governors to acknowledge the appointment and to invite them to a meeting with the Chair of Governors and Headteacher at the school. During this meeting the role of governors is explained and any questions can be answered. The Headteacher will take the governor on a tour of the school and introduce them to members of staff and classes.

The Local Authority send all new governors a welcome pack containing guidance about their new role. The school purchases services for governors and all governors receive up-dates and newsletters by email. The service also provides a range of training courses including an induction course for new governors.

The Clerk to the Governors sends all new governors the date and agenda for the next Full Governing Body meeting together with the minutes of the last meeting and any supporting documentation. The Chair of Governors welcomes new governors to their first meeting and introduces them to other governors. **The Governing Body appoints all governors to a 'link' role to help them get to know the school (e.g; link with a class or subject) and encourages governor visits to school.** New governors will be offered a 'buddy' governor to support their induction.

The Governing Body provides a glossary to explain any educational terms used in meetings. During meetings everyone tries to use as little jargon as possible and school staff explain terminology as appropriate.

The Chair of Governors asks the new governor at the end of each term how well they are settling in and if any problems or queries have arisen. The Governing Body reviews the induction of new governors at the end of each school year.

### **Induction of New Pupils**

The School Council takes an active role in the induction of new pupils to the school. They have representatives in each class. The Year 6 representatives provide support for those children in Foundation Stage.

When a new pupil enters the school during the school year the representatives from the class will 'befriend' that person. They will acquaint the new pupil with all members of that class. They will also show them around the school and inform them of the role of all the adults who work in the school. They will make them aware of the geographical context of the building and the location of resources.

The new pupil will be made aware of the procedures within the school and the day-to-day management structure and organisation. Should the pupil have any concerns, they should refer these to the School Council representative, who will inform other adults in an attempt to resolve the problem.

### **Review of the Policy**

This policy is regularly reviewed and updated where necessary. Such updating will be based on the experiences of recently appointed staff, pupils and governors and the Induction Mentors and will take account of their comments and ideas. The Headteacher will be continuously evaluating the Induction Programme at all stages and may modify it if necessary during the school year.

**Documentation for New Employees to Greens Norton Primary School**

NAME.....

Please initial and date, inside the appropriate box, when you have received or accessed from the School Web Site, the documentation referred to.

1.Prospectus

2.Contract

3.School Handbook

4.Planned Schedule of Induction Meetings

5.Web Site Overview

**Induction Schedule for New Employees to Greens Norton Primary School.**

**NAME**.....

Please initial and date in the end box.

**Induction Meeting 1 (Day 1)**

Comments/Action	
-----------------	--

**Induction Meeting 2 (End of Week 1)**

Comments/Action	
-----------------	--

**Induction Meeting 3 (Half Term Review)**

Comments/Action	
-----------------	--

**Induction Meeting 4 (End of Term 1 Review)**

Comments/Action	
-----------------	--

**Induction Meeting 5 (End of Term 2 Review)**

Comments/Action	
-----------------	--

**Induction Meeting 6 (End of Term 3 Review)**

Comments/Action	
-----------------	--