

LAUGHTON COMMUNITY PRIMARY SCHOOL STAFF INDUCTION POLICY



At Laughton we aim to incorporate all new members of staff into a happy and hardworking team, who along with the children, are striving to be the best they can be by “Learning to Live and Work Together”.

The objective of our induction policy is to support new member of staff and help them to:

- Settle into their environment
- Develop the skills and knowledge necessary to do their job
- Understand how their job relates to the rest of the school community
- Understands the ethos of the school and the standards expected of them
- Be motivated and effective employees of the school as quickly as possible

In order to achieve our aims, we will offer:

- A member of staff who will act as a mentor and familiarise the individual regarding general school issues and procedures (usually Head teacher or Deputy Head teacher. TA's and INA's tend to have another TA act as mentor and students are assigned another teacher as mentor)
- An initial interview at which the Head teacher, mentor and new member of staff meet to discuss the school prospectus and to answer any initial questions i.e. a general introduction to the school.
- Access to the induction folder that has all the up to date information needed to be aware of key school policies and procedures (this is kept in the school office)
- A suitable workload, as specified in the job description
- Teacher laptop for work use
- Observations of their role, with written and verbal feedback, to support professional development and performance management.
- A timetable for the 6 week induction period
- Regular meetings with their named line manager/mentor, in order to discuss issues
- Provision of 10% PPA time (for all teaching staff)

Areas with which mentors may support/help newly appointed teachers:

- Day to day organisation
- Class and school routines
- Classroom timetables
- Discipline procedures, including awards and sanctions
- Short term plans
- Initial and long term plans

- Year group use of exercise books
- Marking and presentation for the school/year group
- Record keeping – teacher assessment grids, class lists, reading records and other records
- Reading scheme
- Home reading books
- Handwriting style
- Use of the photocopier

In reciprocation, we expect that new members of staff will:

- Help maintain the school ethos in both professional and pastoral situations
- Play an active part in the daily life of the school and fulfill appropriate responsibilities
- Complete the stated requirements of the role in line with the job description
- Act upon the constructive comments of those who observe and advise about teaching and learning issues
- Take the initiative in seeking help and advice from their line-manager in any personal or professional matters causing concern
- Reflect upon own practice and evaluate strengths and weaknesses, taking appropriate action to help develop effectively

Additional elements for Newly Qualified Teachers

At Laughton we aim to offer all NQTs the opportunity to:

- Gain experience of working with children in the classroom and in the wider school environment
- Gain experience of the school as a working organisation
- Observe experienced teachers at work both within the school and in other areas of primary education
- Gain experience in working across a variety of situations, and of teaching individuals, groups and classes
- Develop skills and understanding in classroom management, and control to establish a sound learning environment
- Demonstrate the ability to work professionally with teachers, children and all other members of the school community and Alliance.
- Gain experience in planning, delivery and the evaluation of lessons
- Develop sound and competent teaching strategies

In order to implement this we offer:

- A year long period of induction (as per statutory requirement)
- Provision of the agreed non-contact time (10%) in order to continue professional development
- Provision of 10% PPA time
- A suitable workload with no co-coordinator requirements
- Formal lesson observations, carried out by the induction tutor/mentor, every half term and by the Head teacher (or a member of the Senior Management Team) every term
- Written and verbal feedback on any observations as quickly as possible
- Regular meetings with the induction tutor to discuss the progress of targets and set new ones
- Regular meetings with the induction tutor to discuss planning, assessment and general issues.
- A timetable of training and observations for professional development
- A termly meeting with the Head teacher and the induction tutor to review progress

Financing the Induction Programme

The Headteacher and Governors at Laughton Community Primary School recognise the necessity for allocation of funds from the school budget in order to finance the Induction Programme.

The school might need to budget for supply cover so that the Headteacher/mentor can spend time with new staff in the classroom and/or in discussion sessions and meetings.

The Headteacher will need to budget for newly appointed staff to attend relevant courses.

Governors

Governors are an important part of the management structure of the school and need time to acquaint themselves with policies and other key documents. New Governors will be assigned an experienced Governor who will mentor them through their first year.

All new Governors will be given an induction pack.

School Role	Staff responsible for their induction on arrival
Headteacher	Governors
Deputy Headteacher	Headteacher Teachers
TLR Managers	Headteacher, Deputy Headteacher
NQT's	Headteacher, Deputy Headteacher, NQT Mentors
School Office Manager	Headteacher
Teaching Assistants	Inclusion Manager, Deputy Headteacher
MDSA	Lead Midday Supervisor
Clerk to Governors	Governors

From May 2018, we will be using the ESCC Health and Safety Induction Checklist (Appendix A) for all members of staff as part of the induction policy.

[\\PERSONNEL\info for all STAFF\INDUCTION\STAFF INDUCTION FILE\ESCC Induction-Checklist.docx](#)

This will be used alongside the timetabled checklist attached below.

INDUCTION for ALL CLASS BASED STAFF	
	Date achieved
Within the first four weeks at Laughton - Initial Interview with Head teacher and Mentor to discuss the induction process. Followed by further meetings and information to discuss the items below within the first six weeks at Laughton CP School.	
1. A tour around the school	
2. Staff Handbook	
3. Curriculum Framework	
4. Teaching and Learning Policy	
5. Dyslexia and SEN Policy	
6. Child protection Procedures	
7. Assessment routines	
8. School policies	
9. Sign safeguarding, Keeping Children Safe and Social Media Policies	
10. Procedures in an emergency e.g leaving the site	
11. School Development Plan	
12. Anti-Bullying and Behaviour Policy	
13. Meet with all staff	
14. Email account for work	
15. Server logon and password	
16. VLE logon and password	
After 6 weeks a meeting with the Head teacher to discuss progress, concerns, training needs and Performance Management.	

INDUCTION for CLERK TO GOVERNORS	
	Date achieved:
Initial Interview – routines etc.	
Attend any East Sussex induction training courses	
1. A tour around the school	
2. Make sure registered on clerking course (if necessary)	
3. Clerking protocol	
4. “Clerking box” with paper files and memory stick	
5. Policy review map	
6. Governor induction pack	
8. Meet all staff	

This policy was adopted in September 2009 and will be reviewed prior to new appointments.
Signed:
Date:

Reviewed: July 2018