

The New School at West Heath

Induction Policy for Staff Joining our School

Introduction

This policy has been specifically tailored to meet the needs of teachers coming to work in our school. It is flexible in that it comprises a programme of activities capable of being applied for staff whose experience and qualifications may vary and who may hold differing positions within our school. The difference in role and position will be reflected in the recommended activities and record forms.

Aims and objectives

The aims and objectives of this policy are to: -

- Provide an initial induction to our school life, work and values
- Ensure that staff joining our school know about our vision, plans and hopes for the future
- Represent a preliminary response to staff training and development needs.
- Ensure that line managers take responsibility for the induction of new staff.
- Represent the initial phase of staff development and to lay the foundations for a staff development profile which comprises an Individual Development Plan (IDP) for each member of staff and that it is their responsibility to ensure their IDP is kept up to date.
- Assist managers in the evaluation of new staff and to facilitate the completion of the probationary and settling in period.
- Empower and enable staff to fully reflect the roles and responsibilities outlined in their job descriptions through their work.
- Enable new staff to meet and learn from each other and to involve existing staff and students in the induction period.

Method of achievement

Each new member of staff will be allocated an induction mentor. This person will have the responsibility to ensure the implementation and completion of the induction programme for each new member of staff. The mentor will also empower and facilitate the inductee to

plan and complete their own programme within the desired framework and in a time-scale of approximately two terms.

Evaluation and review

A joint meeting will take place between the inductee, their mentor and work "Grandparent" (i.e. their line manager's line manager) at the end of the induction period. If the programme has been completed, the meeting will conclude the induction and the focus for continued professional development will fall within the normal staff work review and supervision arrangements. Should the programme not be completed, the meeting will serve as a useful review of progress and regrouping of energies to ensure final completion.

The mentor will ensure that a record is kept of this meeting which will be retained for the individual staff member's file. The record will include specific training needs which have been identified for the member of staff concerned through the induction programme. These will contribute to the construction of the member of staff's Individual Development Plan (IDP).

Induction Process – Flowchart

**New Staff Member
(NSM) allocated
Mentor**



**NSM given their induction pack
and are given a tour of
our school**



**NSM arranges and undertakes
Internal/external lunch
Visits & meetings**



**NSM meets frequently
With mentor**



Final Review



**Review recommends further
Training and sets agenda for
Staff IDP**

The Content

The induction programme comprises the four key elements:-

1. Meetings with key personnel
2. Introduction to our school procedures and documents (including familiarisation with key legislation)
3. Offering opportunities for team teaching experiences
4. Regular meetings with the supervisor to evaluate progress

Additionally, visits to other establishments etc, may be considered appropriate

By the end of their first week, new staff will have meet with their induction mentor who will supply them with an "induction pack". This will include all school policies, this document, a staff list, organisation chart, phone list, school photo list and welcome leaflet. These documents will support the Employment handbook and The New School at West Heath practice guide which the NSM will have received prior to their first day. It is essential that the NSM ensures they receive all of these documents.

Meetings with Key Personnel

The aim of these meetings is to:-

- Get to know and understand the roles and responsibilities of other people in our school and the contribution they make to our life and work.
- Gain a greater understanding of their individual roles in relation to the new member of staff
- Assist the new member of staff understand the ethos and culture of our school.

Internal Meetings

These could include:-

- Both formal and informal meetings with our students e.g. attend the school council, join a lunchtime club etc.
- A member of the Senior Leadership Team
- The Bursar
- A Head of school
- Attend morning briefing meetings
- Attend weekly staff meetings
- A member of the school Gate Lodge team

If applicable:

- Visiting professionals
- Visiting Trustees of our school

- The inductee will arrange their own appointments
- Internal meetings will not be part of supervision sessions and are not expected to last for more than an hour.
- The inductee will make notes of meetings as a basis for discussion with their supervisor

External Meetings

These may include the following:-

- An annual review of a Statement of Special Educational Needs Meeting
- Nominated to represent a staff group as a member of the Student Services Committee
- Attend a Health and Safety committee meeting

Visits

These may include the following:-

- Another residential special school
- Spending time as a Support Assistant in a class during the school day
- Spending time with another teacher during the school day

School Procedures/documents and legislation

The school prospectus is fundamentally the most important document as it contains key information about the life and work of our school.

The staff handbook contains guidance about all matters relating to the welfare and well being of our students.

Our school policies and accompanying guidance

Induction	
This Policy should be read in conjunction with the following policies: Staff Selection Recruitment and Disclosure, Staff Training & Development, Staff Work Review	
Appendices:	
Monitoring of Policy Implementation is the responsibility of: The Senior Leadership Team	
Lead responsibility:	Vice Principal – Student & Staff Welfare
Relevant Legislation:	To be detailed in the next release
Annual Policy Review Required:	Yes / No
Approved by: S.S. Committee	Date approved:
Ratified by: Trustees	Date ratified: 10/2003
Reviewed – no changes	Date:
Reviewed – with revisions	Date:
Revision No.	1.0