



Park School for Girls

Staff Induction Policy

Aims

All new members of staff will undergo a process of induction when they join the school. The common aims of the induction process are:

- To enable all staff to access appropriate and reliable support in order to carry out their duties efficiently and effectively.
- To be familiar with and uphold school policies.
- To ensure that staff receive, through their induction, the required information, as identified in KCSIE and, where appropriate, the EYFS requirements.
- To contribute towards raising standards of teaching and learning in our school.

Where possible a new member of staff will be invited to visit the school before their start date in order to meet their line manager, their colleagues and be introduced to their mentor. If this is not possible prior to the start date, arrangements will be made for the necessary introductions to be made on the INSET day before the beginning of term. Most importantly, if a teacher they will spend time with the teacher whom they are replacing for a hand over; if a member of the admin team or a science technician they will spend time shadowing the person from whom they are taking over. For teaching staff the aim of this meeting will be to discuss the children in each year group they will be teaching, going over schemes of work, resources used and work covered, particularly for Years 10 and 11. Non-teaching staff will have an opportunity to clarify their role and areas of responsibility with the person from whom they are taking over. They will be able to meet with them for the necessary hand over and spend time shadowing.

Each new appointee will also have a mentor to guide them through their first year.

The teacher responsible for the induction of new staff is Mrs Lynn Wright, this includes liaising between the new appointee and their mentor.

Induction

- New members of staff will be introduced to the whole staff at the appropriate briefing.
- They will meet with their line manager to discuss the requirements of the post.
- Mrs Wright will ensure all new staff have a copy of the current staff Handbook which includes the Code of Conduct policy, they will also be given a copy of the current Safeguarding policy, which includes the Whistleblowing Policy, which includes Annex A and KCSIE 2018.

- New staff are required to sign to confirm that they have read and understood the policies/ documents. Mrs Wright will supervise and support new staff with this undertaking.
- Mrs Wright will also follow the induction framework attached to this document.
- Mrs Wright will also ensure that new staff are aware of:
 - emergency evacuation arrangements,
 - health and safety (eg including fire safety and first aid/administration of medication arrangements)
 - the school's equality policy.
 - Conducting risk assessments – this is done in conjunction with Mrs Powley
 - E-Safety

The nature of induction will vary according to the nature of the post they hold and their professional status. The framework is outlined below:

Apointee	Mentor	Period of Induction
NQT	Mrs Wright and Head of Department	Three terms/pro rata for part-time
New Class Teachers	Head of Prep	One Term
New Head of Department	Mrs Wright or other appropriate HoD	One Term
New Subject Teacher	Head of Department	One Term
Overseas Trained Teachers	Mrs Wright or HoD	One Term – must have QTS within 4 years
Supply Staff	Mrs Wright	As required
Office/Admin Staff	School Secretary or Bursar	3 Months
Science Technician	A member of the Science Department	3 Months

All new members of staff and their mentors as well as Mrs Wright will have a clear understanding of their roles and responsibilities.

All new members of staff will have time set aside to meet with their mentors every two weeks during the induction period.

Monitoring

All new appointees will be involved in the school's procedures for monitoring and evaluating staff. They will be given the opportunity to observe their colleagues and work alongside other members of staff fulfilling a similar role. They will also be observed themselves. On these occasions, they will receive constructive feedback.

NQTs

All Newly Qualified Teachers will be expected to follow the activities and support programme offered by the ISC. The programme for induction is statutory.

New Teachers from overseas

Qualifications obtained from overseas may not automatically lead to QTS [Qualified Teacher Status] in this country. All overseas teachers must gain QTS following the UK Standards within four years of beginning to teach in the UK. Park School will encourage overseas trained teachers to gain QTS as soon as possible.

Governors

Governors have approved and will review the Induction Policy annually. They will be involved in their own induction process which will enable them to fulfil their role within the school. Any induction of a new governor will include:

- Allocation of a specific mentor on the Governing Body.
- Meetings with the Head Teacher and Staff.
- Provision of information about and documents relating to the school.
- The arrangement of meetings with relevant staff if the governor has a particular area of responsibility.

Further information relating to governor induction can be accessed through www.governornet.co.uk

Staff Induction Policy

All new members of staff are entitled to an induction process. The object of induction is to familiarise staff with the school ethos and organisation, as well as introducing them to the school community. Induction is designed to assist new teachers to feel at ease in their surroundings and with their new colleagues; as well as to provide positive knowledge and understanding of the school. Induction provides a sound basis for effective teaching and career/staff development.

1. All staff new to the school are entitled to:

- Support and encouragement from more experienced colleagues, including their designated mentor.
- Help in learning about and understanding school routines.
- Access to copies of all dated policies and procedures.
- Introductions to other colleagues, both teaching and non-teaching staff.
- Support in lesson preparation and planning.
- Help with classroom organisation and control.

2. The mentor and his/her role

The mentor will do the following:

Framework for Induction of New Staff

Pre-employment

The Head on making an appointment will ensure:

Start date and time has been agreed, where to come and who to ask for.	
Advance information about the school has been sent, to include school dates, times of the school day and a diary of events, staff list with school emails.	
New teacher has met their Head of Department	
New teacher has met Mrs Williams	
New teacher has met Mr Fleming and has been allocated an email address.	
New teacher has met with the teacher they are replacing and a proper hand over has occurred.	
Allocate a mentor and introduce the new teacher to their mentor.	
Introduce the new teacher to Mrs Wright.	

First Day

The new teacher will have a meeting with Mrs Wright who will ensure.

The new teacher is familiar with the entrances to the site and building.	
The location of staff toilets.	
The new teacher has read and signed off the staff Handbook, and Safeguarding policy, which includes Annex A and KCSIE 2018	
<p>The following have been clarified:</p> <ul style="list-style-type: none"> • Main duties of new members of staff • Arrangements for leaving the site during the school day • The House system and allocation of the new teacher to a House • Times and days of morning briefings. • Procedure if you are unwell and have the school telephone number. • Where to access school policies. • Where to access date on students. • How to access reports. • How to access parent contact details • How to fill in the register if new teacher has a from group. • Expectations and procedure at the start and end of each lesson. • Forms used to record conversations with parents. • Forms used to record complaints. • Have the photocopier code. • Have the code to the front door. • Parking arrangements. 	
Formally introduce the new teacher to:	
Mrs Lynn Wright Deputy Head, Head of Academic Senior School and Head of PE	
Mrs Daniela Less Head of Pastoral Senior School and Head of PSHE	
Mrs Julie Islam Head of Academic Prep School	
Mrs Lizzie Jack Head of Pastoral Prep School	

Mrs Suad Jarada	SEN	
Mrs Michelle Fernley	Health and Safety Officer	
Mr Fleming	The Bursar	
Mrs Williams	School Secretary and Heads PA	
Mrs Tracey Powley	Exams Officer, also responsible trips, stationary	
Charles	The Caretaker.	

First Week

Meeting with Mentor to establish meeting schedule once every two weeks and focus of the first meeting.	
Meeting with Mrs Fernley to go over evacuation procedure and Health and Safety.	

Within the first half-term

Meeting with Mrs Powley to clarify procedure for organising a school trip	
Meet with Mr Fleming in case of problems with salary/tax and how to claim expenses.	
Meeting with Mrs Nicholas to discuss settling in and advice on report writing	

Revised by the Head Teacher

Mrs A Nicholas

September 2018

Approved by Chair of Governors

Mr Smith

September 2018-

Date for review

September 2019

Induction Checklist

Name.....

Date.....

Day one	Date
Meeting with Mrs Wright	
Read and understood the Staff Handbook	
Read and understood the School's Safeguarding Policy, to include Annex A and KCSIE 2018	
Read and understood the Child Missing in Education Policy	
Read and understood the school's Behavioural Policy	
Within first week	
Meeting with Mentor	
Meeting with Mrs Fernley	
Within the first half-term	
Meeting with Mrs Powley	
Meeting with Mr Fleming	
Meeting with Mrs Nicholas	