

Staff Induction Policy

Reviewed By	Approved By	Date of Approval	Date of Next Review
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1. Introduction

- 1.1 Oakworth Primary School and Bronte Academy Trust believes that it is important that, once a new member of staff has been appointed, they follow an induction procedure. Consequently, all teaching, support, ancillary and temporary staff receive an induction training programme appropriate to the post being filled.
- 1.2 The staff responsible for Continuous Professional Development (CPD) is the Headteacher. Who is responsible for the co-ordination of this programme for all categories of staff and they also have responsibility for the induction of Early Career Teachers. A check-list will be signed and dated by the co-ordinator and the new member of staff (Appendix 1).
- 1.3 Permission to use images of all staff who work at the school will be sought on induction.
- 1.4 All teaching staff will be offered an induction meeting programme after taking up the appointment.
- 1.5 All staff will attend new staff safeguarding training.
- 1.5 Support staff will be offered an induction meeting applicable to their specific role.

2. Teaching Staff

- 2.1 All new teaching 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 practises, resources and procedures that relate to their team and safer recruitment requirements.
- 2.2 All new teachers should also have meetings with relevant senior staff. This will take place prior to or immediately after the commencement of employment at the school. The programme should include:
 - ☐ Discussion with the Headteacher.
 - ☐ Induction on key policies and procedures including: Safeguarding and Child Protection; e-Safety key HR and H&S policies (Health and Safety, Fire/Emergency procedures, Attendance Policy, Equal Opportunities, ICT Acceptable Use, Social Media Policy etc.);
 - ☐ SEN information.
 - ☐ Roles and responsibilities.
 - ☐ A guide through the Staff Handbook.
 - ☐ Line management procedures.
 - ☐ Communication sources (eg. email, meetings, shared Cloud, school calendar);
 - ☐ Pastoral system.
- 2.3 During the course of the year an induction programme should be organised that includes:
 - ☐ Performance Management.
 - ☐ Reports, report writing and Parents' Evenings.
 - ☐ Educational visits organisation.
 - ☐ The role of Governors, Trustees, Members and the CEO.
 - ☐ Professional development programme.
 - ☐ Target setting, monitoring and evaluation.

3. Early Career Teacher

3.1 Entitlement

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

- ☐ The opportunity to visit the school to meet the Headteacher, Phase Leader, peer teacher and other colleagues.
- ☐ The school's Prospectus and all policies and procedure.
- ☐ Information about whole school equipment and resources available.
- ☐ Explanation of the focus of the School and BAT's Development Plans.

3.2 A mentor will be allocated to each ECT, who is responsible for planning and facilitating the Induction programme. Overall responsibility for the induction of ECTs will be held by the Head Teacher to ensure induction is complete.

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

- ☐ Formalised observation schedule of experienced colleagues in the classroom;
- ☐ Observation of agreed lessons by a member of the Senior Leadership Team;
- ☐ Effective written and informal feedback following the observation;
- ☐ Visits to other academies/schools;
- ☐ Opportunities to meet and have discussion with other ECTs and other recently qualified colleagues;
- ☐ Opportunities for discussion on particular topics;
- ☐ A reduced commitment to provide cover for absent colleagues;
- ☐ The opportunity to attend INSET provided for ECTs.
- ☐ Dedicated ECT time.

4. Reports on progress

ECTs are made aware of the criteria used for monitoring progress, in line with the Induction Standards defined by the DfE. Bradford LA is used as the school's ECT authority. My ambition will be used to monitor progress following the exceed programme for ECTs and the Induction Tutor will create a report each individual ECT termly.

5. The role of the mentor for ECTs

The mentor for each ECTs is an experienced member of staff. The mentor will:

- ☐ Work in partnership with the ECT and use Teachers' Standards to identify targets, competencies and support for each term in the ECT's first year;
- ☐ Meet formally to discuss lesson observations, professional development and matters arising from the working week;
- ☐ Meet informally when required to offer support and guidance.
- ☐ Follow the Exceed modules set out for first year and second year ECTs and discuss these targets in the weekly/ fortnightly meetings.

6. Support/Ancillary Staff

- 6.1 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.
- 6.2 All staff should also be introduced to relevant senior staff.
- 6.3 The induction programme should include:
- ☐ Child Protection and Safeguarding;
 - ☐ Briefing by the line manager;
Information relating to Oakworth Primary School and Bronte Academy Trust.
 - ☐ Induction on key HR and H&S policies;
 - ☐ Roles and responsibilities;
 - ☐ A guide through the Staff Handbook;
 - ☐ Line management procedures;
 - ☐ Communication sources (eg. email, briefings, meetings, school calendar);
 - ☐ CPD opportunities/performance management process.

7. All Staff

- 7.1 Hours of work and holiday entitlements will be specified in staff job descriptions.

- 8.2 Lunch Break - If staff are entitled to a lunch break, this should be taken at a time negotiated with line managers.

8.3 Staff Handbook

A comprehensive Staff Handbook is made available to all staff in school and updated annually.

8.4 Sickness Reporting

In the event of sickness absence, on the first day of absence all staff are expected to follow the procedure outlined in the Staff Handbook. All staff returning after an absence will have the opportunity to meet with their line manager for a return to work interview.

9. Health and Safety

The school is responsible for staff members' health and safety at all times during employed hours. However, it is the employees responsibility to work with due care and attention for themselves, their colleagues, students and any visitors to the school, to ensure that health and procedures are followed correctly.

10. Emergency Evacuation/ Invacuation

The emergency evacuation procedures are displayed in all rooms and will be fully explained at induction by line managers. Policies followed for both evacuation/ invacuation.

11. ICT

If staff duties involve using a computer, the ICT Technician will set up a laptop/workstation and allocate a username, password and email address. All staff are required to ensure that they comply with the Data Protection Act.

12. Associated Policies

This policy should be read in conjunction with:

- ☐ Leave of Absence Policy
- ☐ ICT Acceptable Use Policy
- ☐ Health and Safety Policy
- ☐ Critical Incident Management Policy
- ☐ Anti-Bullying and Harassment Policy
- ☐ Social Media Policy
- ☐ Child Protection and Safeguarding Policy

This policy will be reviewed every two years or earlier if deemed necessary.

Appendix 1

New Staff Induction Checklist

Prior to starting your induction period you will be given a tour of the school.

<p>Please can you make sure you have made yourself aware of the following documents or information within your first week at Oakworth Primary School.</p>	<p>Date when completed</p>
<p>Staff handbook which includes:</p> <ul style="list-style-type: none"> ● Plan of the school and location of resources ● School routines, including lunch-time ● Safety and fire procedures ● Invacuation procedure ● Staffing List/Responsibilities 	
<p>School policies on website to read through:</p> <ul style="list-style-type: none"> ● Positive Behaviour ● Health and Safety ● Assessment ● Anti-bullying (Trust) ● Homework ● SEN ● Teaching and Learning ● Equal Opportunities <p>There are other policies on the school website which may be useful for you to read.</p>	

Ensure you have read the Child Protection Policy and understand the School's Safeguarding procedures.	
Attend new staff Safeguarding training with the DSL/Deputy DSL.	
Staff to be informed about CPOMS and how to record incidents.	
Read the School's Acceptable Use and Social Media policies.	
Understand Whole-School Evacuation Procedures.	
Check your job description.	
Obtain assessment records for the class you will be working with.	
Review SEN records for the class you will be working with.	
Please can you make sure you have made yourself aware of the following documents or information within your first three weeks.	
Meet with English/Maths Leaders to discuss expectations where appropriate.	
Check procedures for school visits, including risk assessments	
Please can you make sure you have made yourself aware of the following documents or information within your first half term.	
Your responsibility as a subject leader (if applicable)	
The School's Performance Management Cycle and Lesson Observation procedures	
Practice for reporting to parents, including Parents' Evenings	
The holiday lists on the School website.	
Forthcoming school events, including class assemblies/concerts	
Governing Body/BAT Governance (the BAT Scheme of Delegation)	
The current School Development Plan	

If you require any further information do not hesitate to contact a member of SLT.