



Capel Primary School



Staff Induction Policy

Reviewed: Autumn 2014

Next review date: Autumn 2015

Policy and Programme of Induction for New Staff

Aims

At Capel School we want every member of staff to feel welcome understand and be part of our school ethos and to know our agreed procedures so that they can fulfil their potential and maximise their talents and abilities to be effective and efficient in their chosen and designated roles. To this end we have agreed a policy and programme of Induction for all new staff whatever their role so that they can work happily in our school for the benefit of the whole school community.

Programme and Procedures

All new staff having been successful in their application for a post at Capel School (having passed the agreed rigorous safeguarding selection process which fits our ethos and our high expectations of a member of our staff) will be made welcome. They will have access to training and agreed policies and procedures so that they can carry out their work effectively and efficiently. They will have time and access to resources that enable them to reach high standards. They will also be monitored, given feedback and have continual appraisal as they embed into their role and provide dedication to the mission and vision of Capel Primary School

The following programme for each group of staff members will enable them to fulfil the above aims:

Teaching Staff

- Will meet with the Headteacher before starting to ensure the values, ethos and Vision of the school are shared
- Will be welcomed by Staff, Governors and Pupils
- Have regular meetings arranged with an agreed Mentor to support them in becoming familiar with School Policies and Procedures as well as ask the questions they need answering
- Be provided with opportunities to voice their opinions / ideas in an open forum
- Be made aware of relevant safeguarding policies and procedures through training from the DCPC
- Be made aware of online procedures that allows them access to all agreed School Policies
- Be given access to planning and resources relevant to their job
- If possible, be involved with a teacher handover or pupil progress meeting with the previous teacher to allow a smooth transition

Be subject to the same monitoring process as the rest of the staff for ongoing staff development

- Have support from the mentor when important school events take place for the first time e.g. Parents Evenings / Report Writing / Sports days so that they know what is happening and how we work
- Be provided with an up to date, agreed and signed job description outlining their responsibilities so that they understand fully the role they are to fulfil and their accountability for its delivery
- If the new member of the teaching staff is an NQT a trained mentor will be provided and the NQT Induction Programme will be followed with additional support packages if required
- Supply Teachers are welcomed by a member of the SLT and it will be ensured that they have a copy of the safeguarding policies and procedures so they can follow all the school procedures easily. If the teacher they are covering for is on a course they will have left instructions and planning for the time that there is as little disruption to the children's education as possible. The class TA will also be on hand to support the teacher
- If the Supply Teacher is covering for sickness then the SLT will follow the above with the added proviso that the planning for that week or MTP plus resources should be made available to the Supply Teacher ASAP
- Take part in Statutory Appraisal/Capability procedures as laid out in our Performance Management Policy

Teaching Assistants

- Will be welcomed by Staff, Governors and Pupils
- Have regular meetings arranged with an agreed Mentor to support them in becoming familiar with School Policies and Procedures as well as ask the questions they need answering
- Be provided with opportunities to voice their opinions / ideas in an open forum
- Have access to the online policy file and safeguarding policies
- Be given access to planning and resources relevant to their job
- Be subject to the same monitoring process as the rest of the staff for ongoing staff development

- Have support from their mentor / line manager when important school events take place for the first time e.g. Sports days as applicable so that they know what is happening and how we work
- Be provided with an up to date, agreed and signed job description outlining their responsibilities so that they understand fully the role they are to fulfil and their accountability for its delivery.
- Take part in Statutory Performance Management as per our Performance Management Policy.

Mid Day Meals Supervisors

- Will be welcomed by Staff, Governors and Pupils
- Have regular informal meetings arranged with an agreed Mentor to support them in becoming familiar with School Policies and Procedures as well as ask the questions they need answering
- Have regular Meetings arranged with the School Business Manager so that they can become familiar with School Policies and Procedures as well as ask the questions they need answering
- Be provided with opportunities to voice their opinions / ideas in an open forum
- Have access to relevant Health and Safety and safeguarding policies that allows them to carry out their role effectively.
- Be given access to resources relevant to their job
- Be subject to the same monitoring process as the rest of the staff for ongoing staff development
- Have support from the School Business Manager when important school events take place for the first time e.g. Sports days as applicable so that they know what is happening and how we work
- Be provided with an up to date, agreed and signed job description outlining their responsibilities so that they understand fully the role they are to fulfil and their accountability for its delivery.
- Take part in Statutory Performance Management as per our Performance Management Policy.

Administration Staff

- Will be welcomed by Staff, Governors and Pupils
- Be provided with a Staff Mentor responsible for their pastoral care and overseeing their induction
- Have regular Meetings arranged with the School Business Manager so that they can become familiar with School Policies and Procedures as well as ask the questions they need answering
- Be provided with opportunities to voice their opinions / ideas in an open forum
- Have access to the online policy file that allows them access to all agreed School Policies especially H & S and safeguarding policies
- Be given access to resources relevant to their job
- Be subject to the same monitoring process as the rest of the staff for ongoing staff development
- Have support from the School Business Manager when important school events take place for the first time e.g. Sports days as applicable so that they know what is happening and how we work
- Be provided with an up to date, agreed and signed job description outlining their responsibilities so that they understand fully the role they are to fulfil and their accountability for its delivery.
- Take part in Statutory Performance Management as per our Performance Management Policy.

Kitchen Staff

- Will be welcomed by Staff, Governors and Pupils
- Be provided with a Staff Mentor responsible for their pastoral care and overseeing their induction
- Have regular Meetings arranged with the School Business Manager so that they can become familiar with School Policies and Procedures as well as ask the questions they need answering

- Be provided with opportunities to voice their opinions / ideas in an open forum
- Have access to the online policy file that allows them access to all agreed School Policies especially H & S and safeguarding policies
- Be given access to resources relevant to their job
- Be subject to the same monitoring process as the rest of the staff for ongoing staff development
- Have support from the School Business Manager when important school events take place for the first time e.g. Sports days as applicable so that they know what is happening and how we work
- Be provided with an up to date, agreed and signed job description outlining their responsibilities so that they understand fully the role they are to fulfil and their accountability for its delivery.
- Take part in Statutory Performance Management as per our Performance Management Policy.

Cleaning Staff

- Will be welcomed by Staff, Governors and Pupils
- Be provided with a Staff Mentor responsible for their pastoral care and overseeing their induction
- Have regular Meetings arranged with the School Business Manager so that they can become familiar with School Policies and Procedures as well as ask the questions they need answering
- Be provided with opportunities to voice their opinions / ideas in an open forum
- Have access to the online policy file that allows them access to all agreed School Policies especially H & S and safeguarding policies
- Be given access to resources relevant to their job
- Be subject to the same monitoring process as the rest of the staff for ongoing staff development
- Have support from the School Business Manager when important school events take place for the first time e.g. Sports days as applicable so that they know what is happening and how we work

- Be provided with an up to date, agreed and signed job description outlining their responsibilities so that they understand fully the role they are to fulfil and their accountability for its delivery.
- Take part in Statutory Performance Management as per our Performance Management Policy.

Parents and Visitors

When Parents and Visitors come into school to work with the children then they too have a responsibility to follow school procedures. When they first come into school they must:

- Have an up to date CRB check and followed safeguarding procedures
- Have signed the agreed Parent Helper/ Volunteer Policies Document
- Will meet with a Senior Leader to ensure confidentiality and safeguarding policies are understood. Each volunteer will fill out a disclaimer to show they have read and understood them
- Follow the procedures laid down in the Parent /Visitor Policy and all other relevant safeguarding policies
- Work with, and be supported and supervised by the member of staff who has arranged the visit/help
- Be given access to resources that allow them to fulfil their role