

The Angmering School

Ambition
Courage
Respect

Staff Induction Policy 2022

The Angmering School – Staff Induction Policy

1. Purpose

The Angmering School recognises the importance of providing a timely and effective induction for all new staff to ensure effective integration into the School, the department and the role.

The aims of induction include:

- becoming familiar with the culture of The Angmering School and to become effective within that culture;
- developing an understanding of policies and practices throughout the school;
- acquiring an understanding of how The Angmering School works and how the role contributes to the success of the School;
- becoming accustomed to the working environment;
- understanding and appreciating the expectations of the role;
- understanding the duties and activities of the role and beginning to perform them effectively;
- gaining confidence in the role;
- understanding and awareness of Safeguarding and Child Protection Policies.

2. Scope

This policy relates to all new staff employed at The Angmering School, including those on probation for both support and teaching roles.

The period covered by this policy runs from the acceptance of the contract of employment until the completion of the first Appraisal meeting.

3. Policy Content

This policy sets out the School's commitment to effective induction.

The policy covers all elements of the School's staff induction booklet and checklist and is supported by staff meetings throughout the School.

Each stage of the induction programme provides different, but important complementary information, to equip new staff to settle into their role.

4. Probation

All new members of staff are expected to use the Induction checklist to support their Induction and Probationary period. In all instances this is a minimum of 6 months, as per the offer letter

5. Policy Review

This policy will be reviewed by the Induction co-ordinator and professional tutor together with the Headship lead for HR and the Governors on a regular basis to ensure it remains compliant with any employment legislation revisions and good employment practice.

6. Impact Assessments

This policy has been initially screened as being of medium relevance to our duties under discrimination legislation, and the School will review its impact on equality, diversity and

inclusivity, identify any inequalities by annual monitoring, and will take action where necessary.

7. Relevant Legislation

This policy is based on the principles of good practice and complies with relevant legislation including:

- Health and Safety at Work Act 1974

8. Roles and Responsibilities of individuals involved in induction

Headteacher / Headship Lead for Staffing

- To ensure new colleagues are prepared and supported in their role
- To inform Personnel Administrator to start the checklist for each staff member appointed

Personnel Administrator

- To notify Induction Co-ordinator of any appointments and start dates
- To notify Professional tutor of any ECT appointment

Professional Tutor/Induction Co-ordinator

- To provide Induction Handbook with up to date general school information
- To organise staff induction day in July for any staff starting in September each year
- To ensure an effective induction programme is provided including statutory safeguarding and health and safety training;
- To meet regularly with colleagues to review induction
- To ensure that

Subject Leaders for teaching staff / subject specific support staff

- To introduce all Subject Team procedures
- To ensure colleague is prepared for planned assessment and reporting periods
- To ensure colleague has access to all necessary schemes of work, shared resources and address any gaps in provision for the new member of staff
- To provide access to ICT resources/stationery/keys and any limitations as to use
- To include the new member of staff in co-planning sessions with the department

Line Managers for support staff

- To introduce team procedures
- To provide access to ICT resources/stationery/keys and any limitations as to use

New member of staff

- To engage with all induction sessions including online training
- To take an active role in reflecting on their professional development through the performance development or ECT learning programme
- To ask for support when needed

Colleagues

- To provide informal support for new members of staff. **The Governing Body**
- To monitor progress of new members of staff.

9. Procedures for Grievances

- In addition to provisions made in the school policy on Discipline and Grievance, new members of staff should consult with their Senior Leader or, if necessary, the Headteacher.

STAFF INDUCTION CHECKLIST

Attendance at induction sessions typed in bold are compulsory for all staff. Attendance at those in standard type are agreed on an individual basis relating to job role. An individual copy of the induction checklist will be started for each new member of staff in the google drive.

The Angmering School - Staff Induction Checklist

Name:	
Role:	
Start Date:	

Please ensure this is shared with the Induction Coordinator / Professional Tutor at this stage

Training / Support	Staff Responsible	Timeframe	Date completed
Welcome email and arrangements for Induction confirmed including dress code, meal arrangements, times of the day and parking	Induction Coordinator	Between appointment and start date (min 7 days)	
Security / fire / toilet / general conduct introduction	Induction Coordinator	Day 1	
Introduction to line manager / team members / Headship Team	Induction Coordinator	Day 1	
Introduction Session to include: School Values Induction handbook overview Tutor handbook overview Access to school policies	Induction Coordinator	Day 1	
Computer and Email logins	IT Support	Day 1	
Safeguarding Training inc School Specific procedures and CPOMS	DSL / Safeguarding Team	Day 1	
School specific Health and Safety training relating to role	Induction coordinator / Sites Manager	Day 1	

Keys to offices / desks	Sites	Day 1	
ID Badges	Reprographics	Day 1	
Bromcom training including registration and timetable access	Induction Coordinator / Data Manager	Day 1	
Additional safeguarding training - online	Induction Coordinator / DSL	Week 1	
Additional Health and Safety training - online	Induction Coordinator / Sites	Week 1	
Pastoral Team Induction including tutor time, DEAR and AR	Year Team Leader	Week 1	
Behaviour Management systems overview	HST / Subject Leader	Week 1	
Teaching and Learning Policy and Systems overview	HST / Subject Leader	Week 1	
SEND overview	HST / Subject Leader	Week 1	
Classcharts and Google Classroom training	Induction Coordinator / Subject Leader	Week 1	
Assessment and Reporting systems training	HST / Subject Leaders	By Week 4	
Early Induction meeting with Headship Team and 6 week review	HST / Headteacher	By Week 6	
Trips and Visits training	EVC	As required	
Library Induction	Librarian	As required	

