



The Royal School

Wolverhampton

Staff Induction Policy

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Job title	Vice Principal
Signed	
Date	September 2018
Version no.	3
Review frequency	Annually
Approving body/committee	HR & Performance Management
Date approved	
Target audience	Staff

The Royal School Staff Induction Policy

Introduction

The Royal School believes that it is important that, once a new member of staff has been appointed, they follow an induction procedure. Consequently, all teaching, support and temporary staff receive an induction training programme appropriate to the post being filled.

The staff responsible for Continuous Professional Development (CPD) are Louise Hale (teaching), Susanne Afifi (teaching assistants) and Jo Phillips (support staff). They are responsible for the co-ordination of this programme for all categories of staff and Louise Hale also has responsibility for the induction of newly qualified teachers. The programme will run for the first term of the person's appointment.

All teaching staff will be offered a one-day induction programme before taking up the appointment. Support staff will be offered an induction programme applicable to their specific role.

Teaching Staff

All staff should be briefed by their Head of Faculty (Senior School) or Deputy Head (Primary School), as soon as possible after their appointment, on issues relating to their appointment. This briefing should include detailed information relating to curriculum departmental policies, resources and procedures that relate to the specific Faculty/subjects.

All staff should also have meetings with relevant senior staff. This will be, generally, with your Head of Faculty/Phase Leader and will take place prior to your start date.

The programme should include:

- Briefing by the Principal;
- Curriculum Policy;
- Induction on key policies (Safeguarding, Behaviour, Learning and Teaching and Assessment);
- Health and Safety Induction;
- Attendance/absence information;
- SEND;
- Roles and responsibilities;
- A guide through the staff handbook;
- Learning Resource Centre;
- Line management procedures;
- Pastoral system.

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;
- Professional development programme;

Newly Qualified Teachers Entitlement

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

- the opportunity to visit the school to meet the Principal, SLT, Heads of Faculty/House and other colleagues;
- the school Prospectus, Staff Handbook, Calendar and Policy documents giving details of organisation and procedures;
- the teaching timetable;
- curricular documentation and text books relating to teaching subjects;
- information about whole school equipment and resources available
- explanation of the School Improvement Plan (SIP) and relevant Subject Development Plan.

A mentor will be allocated who is responsible for planning and facilitating the Induction programme.

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 SLT or Head of Faculty/Subject
- effective written and informal feedback following the observation;
- visits to other schools;
- opportunities to meet and have discussion with other NQTs and other recently qualified colleagues;
- opportunities for discussion on particular topics
- the opportunity to attend INSET provided for NQTs.

Reports on progress

NQTs are made aware of the criteria used for monitoring progress, in line with the Induction Standards.

The role of the mentor for NQTs

The mentor for NQTs will be a teaching member of staff, supported by the relevant Head of Faculty/Subject.

The mentor will:

- work in partnership with the NQT to identify targets, competencies and support for each term in the NQT's first year;
- negotiate an Action Plan for the second year;
- meet formally as regularly as possible to discuss lesson observations, professional development and matters arising from the working week;
- meet informally when required to offer support and guidance.

Support Staff

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.

All staff should also be introduced to relevant senior staff. The induction programme should include:

- Briefing by the Line Manager;
- Information relating to school/relevant department;
- Induction on relevant policies;
- Health and Safety Induction;
- Attendance/absence information;
- Roles and responsibilities;
- A guide through the Staff Handbook;
- Line management procedures;
- CPD opportunities/performance management process.

Induction of New Governors

An induction programme for new Governors is in place and a Handbook is available. The induction process will include:

- visit to school to include tour and visit to staff room;
- meeting with the Lead Governor regarding training needs;
- meeting with the Chairman to explain committee structure, terms of reference etc.;
- organisation of first meeting;
- skills audit;
- assessment of future development needs.

IT

If your duties involve using a computer, the IT technician will set up your workstation and allocate you a username and password. All staff are required to ensure that they comply with the Data Protection Act.

All Staff Hours of Work

Your hours of work will be specified in your job description.

Lunch Break

If you are entitled to a lunch break, this should be taken at a time negotiated with your Line Manager. The dining room sells a variety of hot and cold meals, snacks and beverages. Please speak to the catering manager to register for the cashless payment system.

Staff Handbook

A comprehensive staff handbook and employment manual is given to all staff on appointment. This includes a school map which will be useful to assist movement around the site during the first few weeks.

Policies

All statutory policies are available to view on the school website. Additional policies are available on the sharepoint VLE.



The Royal School
Wolverhampton

Induction checklist

Name:		Start date:
Faculty/department:		
1.	Welcome to the school:	
a.	Outline of school, size and history	
b.	School aims and objectives	
c.	Staff handbook	
2.	Documentation:	
a.	Collection of new employee's records from previous employer	
b.	Confirm employee's full name, address, telephone number, date of birth, next of kin and location during working hours	
c.	Postal arrangements	
3.	Salary:	
a.	Explanation for methods and frequency of payment	
b.	Confirm employee's bank account details	
c.	Explanation of salary reviews, overtime, etc	
d.	Explanation of salary slips	
e.	Travelling and subsistence expenses	

4.	Pension scheme:	
a.	Contributions and benefits	
b.	AVCs	
c.	Insurance	
5.	Sickness:	
a.	Procedure to be adopted if absent through accident or sickness	
b.	Medical certificates, system of payment whilst absent, qualifying period, duration of sickness payment	
6.	Hours of work:	
a.	School terms and school day	
b.	Absenteeism and punctuality	
c.	Good timekeeping	
d.	Catering arrangements	
7.	Tour of premises:	
a.	Descriptions of department functions	
b.	Parking facilities	
c.	Eating facilities	
d.	Noticeboards	
e.	Introduction to governors	

8.	Fire precautions:	
a.	Procedure in the event of fire alarm	
b.	Use of fire-fighting appliances	
9.	Safety:	
a.	Identification of any specific hazard(s) in department	
b.	Issue of personal protective equipment (PPE)	
c.	Procedure in the event of an accident	
d.	Isolation/immobilisation procedure for machinery and equipment	
e.	Location of first aid boxes and first aiders	
f.	School safety policy	
g.	Smoking policy	
h.	Security	
10	Safeguarding and Safer Recruitment	
a	Child protection policy	
b	Code of professional conduct (to include guidance on appropriate professional relationships with children and young people)	
c	Safeguarding policy	
d	Procedure for reporting concerns	
11.	Tour of department:	
a.	Introduction to immediate supervisor	
b.	Location of stores, toilets, fire points, normal and emergency exits	
c.	Introduction to immediate colleagues	
d.	Outline of management structure in school and department	

e.	Education and training facilities	
12. The job and its responsibilities:		
a.	The job and its responsibilities	
b.	Relevant procedures/work instructions	
c.	Staff development and its objectives	
d.	School policy on staff development, performance management and career opportunities	
e.	Registration system	
13. Inspection procedures:		
a.	The need for checking the quality of one's work each day	
14. Consultation arrangements:		
a.	Grievance and disciplinary procedures	
b.	Explanation of holiday system	
c.	Union and consultation arrangements	
15. Issues:		
a.	Keys	
b.	Laptop (including network login ID and password)	
c.	Other items (specify)	
All the above points have been explained/issued to me:		
Signed (employee):		Date:
Signed (on behalf of The Royal School):		Date: